

MINUTES OF THE MEETING OF THE GOVERNING BODY

HELD ON 1/3/16

AT AVONDALE PRIMARY SCHOOL

PRESENT:            John Bentley (Chair)            Stewart Plowes (Headteacher)  
                          Sarah Pickup                       Emma Lowe  
                          Debbie Davies                      Karen Morgan  
                          Samantha Blackshaw              Elaine Walpole  
                          Chris Southworth                 Daniel McFarlane  
                          Sue Yates

ATTENDANCE:      Jane Taylor  
                          Vicky Brown  
                          David Ford (Clerk)  
                          Rod Marsden

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

1. **APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Jenny Grimshaw and Peter Ashcroft.

2. **MEMBERSHIP OF THE GOVERNING BODY**

The Chair welcomed the new parent governors to their first meeting of the Full Governing Body.

The Governing Body contacts list was circulated and where necessary, amendments were made. The Clerk will inform Governor Services of the changes.

Bill Mellish and Deborah Duckworth have resigned from the Governing Body.

The Chair has written to Bill thanking him for his services to the school as governor. A discussion took place around writing to all governors that have resigned from their position as governor to thank them for their support for the school. A number of cards were circulated for governors to sign.

A discussion took place around the vacancies on the governing body and governors were informed that there had been some interest from members of the community in the co-opted vacancies. The Chair requested that Karen Morgan contact the interested parties to discuss further.

A question was put to the Chair around the skills audit and whether this will be consulted prior to appointment to ascertain what skill set is required for new governors and what areas of the Governing Body require particular skills. It was requested that Vicky Brown collate the responses received so far and discuss with the Headteacher and Chair.

3. **DECLARATION OF INTEREST**

No declarations were made in respect of the current agenda.

Sarah Pickup will contact Andrew Hutchinson to get a blank copy of the register of business interests and will return a copy to school.

ACTION

Clerk

KM

VB

4. **MINUTES OF THE GOVERNING BODY MEETING HELD ON 17/11/15**

ACTION

Received: a copy of the minutes of the last meeting dated 17/11/15

The minutes of the meeting dated 17/11/15 having been previously circulated were accepted as a true record and were signed by the Chair.

5. **MATTERS ARISING FROM THE MINUTES**

It was commented that at the previous meeting Jenny Grimshaw was in attendance and that Sue Yates gave her apologies prior to the meeting. The clerk was asked to amend the minutes from the previous meeting via Governor Services.

Clerk

6. **ROD MARSDEN – GOVERNANCE REVIEW**

An overview of the recent audit of governance was given including findings from the school website, the recent Ofsted report and conversations with governors. It was commented that the report will be anonymised upon completion so that individuals cannot be identified.

The review was brought about due to the Ofsted inspection and was triggered by Ofsted.

Governors will own the report and it was commented that the Governing body has the right to act on or disregard the recommendations from it.

A question was asked regarding the charge and what is expected from the report.

It was confirmed that the cost is £500 per day and is currently into the third day. Governors will be invited to a meeting to discuss the report and the expectation is that following this meeting the report will be written within the month. The Chair will arrange with Mr Marsden a suitable date.

Chair

A question was put to Mr Marsden as to whether or not the governor skills audit will be considered when writing the report and it was confirmed that it is unlikely to influence the report.

Mr Marsden was thanked for his update.

7. **HEADTEACHER’S REPORT**

Received: a copy of the Headteacher’s Report.

The Headteacher discussed the main points from his report.

There are currently 412 children on roll and 6 pending. If the 6 pending start this would take the new starters to 12 since January, all from local schools. Of these, 4 families have reported how nice and clean and tidy the school looks which was well received.

1 child will be leaving at Easter to join QEGS.

126 applications have been received for September starts.

The Family Reading sessions have been very well attended and numbers are increasing which has had a very positive impact on the children’s reading.

Assessment:

The school are continuing to work on the new assessment system and because of the almost daily changes to the assessments the school have been referencing the DfE

publication 'Primary School Accountability 2016' to make best estimates as to where the school will be in the Summer Term.

The reading levels throughout school are in line with national averages on the whole. Writing across the school has made limited progress and maths has been more mixed. Grammar, Punctuation and Spelling has made most progress this year so far and predictions are more positive.

#### Quality of Teaching and Learning:

The English and Maths leaders have been carrying out lesson observations alongside the Senior Leaders. A question was asked as to whether teachers stay for the whole lesson or part of it. It was reported that they usually last approx. 20 minutes but that some have been slightly longer. Those completing the observations then meet to moderate.

#### Behaviour and Safety of pupils in school:

There have been a number of issues with year 5 children using extremely unpleasant behaviour in and out of school. Their parents are working with school to hopefully stop this behaviour. A suggestion was made to have a 'Governors letter' which it was hoped would add weight to the decisions of the Headteacher. It would contain a list of actions for the parents to meet and failure to do so would result in exclusion. It was anticipated that this would require an amendment to the Governors Policy but it is something that works in a high school that

Attendance is currently at 96.9%.

There has been one incident of racist behaviour which is being dealt with. Sarah Pickup offered to contact the team that works with the 'Prevent' team and a referral to Sunnyhurst Centre is pending.

Extensive safeguarding training has been completed over the recent months.

#### Effectiveness of Leadership and Management:

The Pupil Premium Review has been undertaken and was discussed at length at the finance committee meeting. A report was provided to governors which was summarised and included the following information:

133 children currently eligible for pupil premium funding which includes 3 looked after children.

The progress for pupil premium children in maths needs to improve.

The Pupil Premium policy has recently been reviewed.

The children are not aware that they are funded through Pupil Premium.

The School Development Plan and the SEF will need to raise the profile of disadvantaged children.

Middle leaders were identified as having a variable understanding of whole school data regarding pupil premium.

VB

A summary of attainment in school was discussed and the identified the areas that need to be worked more closely on were brought to governors' attention. It was requested that for the next Curriculum Committee meeting that Vicky Brown is to prepare anonymised case studies to show how much progress children are making.

The Headteacher was asked to give his opinion on whether or not replacing the maths teacher with 2 maths leaders had worked and it was reported that it appears that it has as moderation of classroom assessments has shown this. Governors have been invited into to the observed lessons but not to monitor the lesson but to observe those assessing the lesson.

The school website has been reviewed and an action plan was presented to governors.

Sites and buildings:

Quotes are being received with regards to the infant yard which includes markings and games.

The Headteacher was thanked for his extensive report.

#### 8. **SAFEGUARDING**

Following the recent Ofsted inspection a 'single central record' has been implemented with all staff information on including DBS date and number, training and the Chair will review this every half term.

The school have scheduled in WRAP training for 21<sup>st</sup> March. This information will be recorded on the single central record.

#### 9. **PUPIL PREMIUM UPDATE**

The report was included in the Headteacher's report and it was noted that this is to remain as a standard agenda item going forward.

The Pupil Premium policy has been updated with actions for the school to meet.

#### 10. **SCHOOL IMPROVEMENT ARRANGEMENTS**

The School development plan is situated outside the Headteacher's office. It was reported that during the Ofsted inspection that the dates were 'too open' and this has since led to a review and specific dates have now been included for action items to be implemented.

#### 11. **REPORTS OF COMMITTEES AND/OR DESIGNATED GOVERNORS**

Finance committee 4/2/16

The SLA's have been submitted to the Local Authority online.

The SFVS has been completed.

At the recent finance meeting between the school and the Local Authority it was determined that the outturn position for 31<sup>st</sup> March 2016 was approximately 8.5% which is below the 12% threshold.

Curriculum Committee 10/2/16

A policy and procedure has been devised for when governors visit the school. This is something that needs to link to the School Development plan as to why governors are visiting the school.

#### 12. **STANDARD REPORTS**

##### A. School funding arrangements 2016/17

The report was noted.

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

Samantha Blackshaw reminded governors to inform her when they have booked on courses and that when certificates are received that these are passed on as well so files can be updated.

**C. Director's Report****ACTION**

1 Early learning from experience of new Ofsted framework.

A full review of the school website has been undertaken and an actions list has been prepared so as to improve the website. This includes:

Providing links to statutory policies

Amending information relating to sports and Pupil Premium reports

Adding medical needs policy and information relating to radicalisation and extremism to the safeguarding section.

2.Blackburn with Darwen Annual SLA 2016/2017.

The SLA's have been returned to the Local authority online.

3.School term and holiday pattern – principles to inform the setting of dates from September 2017.

Governors commented that the term dates will prove problematic for some staff and parents who have children that attend in Lancashire schools. Any comments that wish to be considered should be directed to the Headteacher who will in turn pass onto the Local Authority.

4.Message from the Local Safeguarding Children's Board (LSCB) Independent Chair ).

Please note how the school is fulfilling its safeguarding responsibilities.

5.Governance update. (for noting)

The report was noted.

6.Early help.

It was noted that there is one child on a CAF and that external agencies often don't attend the meetings which stops engagement with the families.

7.The LSCB's 'Neglect Strategy'

The Headteacher informed Governors that there are currently 40 children from 30 families which includes Child Protection and Chil in Need cases and is being worked on with Deborah Wright.

8.School admission policy 2017 (own admissions authorities' only)

The report was noted.

9.Careers Education and guidance (secondary schools)

n/a

10.Prevent.

The report was noted.

**D.GOVERNOR TRAINING PROGRAMME**

The dates were noted.

**13. ADDITIONAL BUSINESS**

A discussion took place around the recent article in the Lancashire Telegraph whereby the Headteacher announced his resignation from the school following the outcome of the latest Ofsted inspection report. The Headteacher gave his views on the matter and a discussion was had with regards to the negativity of the inspectors throughout the inspection and that he had been overwhelmed with the level of support from staff, governors and parents during this time.

Discussions have been held since with the Headteacher, Chair and governors and the topic

of recruitment to the Headteachers position was brought up.

ACTION

The Chair has written to Jake Berry, Local MP to invite him into school to show him round and meet children and governors were invited to attend.

A vote was held whether to fast track the recruitment process or to wait, ascertain the needs of the school, take time to fully evaluate the situation and begin the process after the Easter break. Governors decided to address the situation in the summer term (Summer 1) and that following Samantha Blackshaw’s suggestion of waiting until the review of the governors has been completed this would then help shape the recruitment panel. This would also allow for a full term notice for any potential headteachers to give notice to their respective employers if done before the start of the autumn term.

The Chair is to arrange to meet with Andrew Hutchinson to ensure the correct person is appointed but to start the process shortly after Easter in terms of researching current adverts in TES so that the correct advert is placed. Because of the SIP poor health it wasn’t expected that Peter Nye would be able to support in the near future but it was hopeful that in the Summer Term he may be well enough to play some part in the recruitment process.

Chair

Emma Lowe is to provide the school with the process her school used to recruit their Headteacher.

EL

The final decision was to send a letter to parents to say there will be no appointment until the new year.

Headteacher

14. **DATE AND TIME OF NEXT MEETING**

The next Full governing Body meeting is scheduled for Tuesday 14<sup>th</sup> June at 7:00pm.

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