

**MINUTES OF THE MEETING OF THE GOVERNING BODY**

**HELD ON 17/11/2015**

**AT AVONDALE PRIMARY SCHOOL**

**PRESENT:** John Bentley (Chair) Stewart Plowes (Headteacher)  
Bill Mellish Peter Ashcroft  
Samantha Blackshaw Chris Southworth  
Karen Morgan Nigel Nuttall

**IN ATTENDANCE:** Vicky Brown  
Jane Taylor  
Charlotte Rolfe  
David Ford (Clerk)

The meeting began at 7:00pm

**1. APOLOGIES AND CONSIDERATION OF CONSENT FOR ABSENCE**

Apologies were received and accepted from Elaine Walpole. None attendance was noted for Denise Cunliffe.

**2. MEMBERSHIP OF THE GOVERNING BODY**

It was noted that the terms of office have expired for Deborah Duckworth and Charlotte Rolfe. The school will hold elections for the positions of Parent Governor following the Christmas break.

Governors put it to the vote to remove with immediate effect Denise Cunliffe from the Governing Body due to persistent none attendance. The result was unanimous and the Chair asked for Governor Services to write to Mrs Cunliffe about her removal.

**3. ELECTION OF CHAIR**

The position of Chair is filled until Autumn term 2018.

**4. ELECTION OF VICE-CHAIR**

The position of Vice chair is filled until autumn term 2018.

**5. DECLARATION OF INTEREST**

There were no declarations made with regards to the agenda.

**6. REGISTER OF BUSINESS INTERESTS**

A blank register was circulated round and a signed by governors. The register will be held on school file.

**7. MINUTES OF THE LAST GOVERNING BODY MEETING HELD ON 9/6/15**

Received: a copy of the minutes of the last meeting dated 9/6/15

Resolved: That the minutes of the meeting dated 9/6/15 having been previously circulated were accepted as a true record and signed by the Chair.

**8. MATTERS ARISING FROM THE MINUTES**

ACTION

Gov.  
services

ACTION

Item 2: with regards to parent governor elections; school to take advice from Governor services about up to date procedure and paperwork and then send this out.

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

A discussion took place around keeping the committees as they are until elections have taken place for parent governors.

## **10. HEADTEACHER'S REPORT**

Received: a copy of the Headteacher's Report.

Staffing:

Miss Lysons has joined as an NQT in Y1 and Mrs Plowes 0.5 in Y2. This helped the school to continue to boost the teacher/ child ratio in the Infant department. These roles involved in part teaching staff replacing support staff that had moved on. The Headteacher commented that he felt this was impacting on the key stage 1 results.

New support staff are Miss Hession and Mrs McFarlane who are providing 1:1 support for children with major medical needs, both have made excellent starts. Cheryl Braysford has also joined Avondale having previously worked with Avondale during her time at Familywise.

### **Outcomes for Pupils**

Reception:

Children are judged against a 'good level of development' commensurate with their age. On entry to school (baseline measure) we had 0% of children at this level in all measured areas, but at the end of the year 64% (38 children) were at a good level. Last year this was 49% (The level of expectation moves as the children get older). We are still just below the National level of 66%, but are getting much closer to it.

Y1 Phonics

Massive improvement in Phonics score at 88% successful, and this is now 12% above the National figure. Boys and girls scored very similarly, and those children who fell short of the 32/40 score scored much more highly than in previous years.

20 children scored below the 32 threshold in 2014.

In the re-test in June 17 of these 20 scored 33 or above = 85% (Nat average 2014 = 66%).

KS1 Results

The cohort scores at L2+ were well up on recent years – around 95% of our children attained L2 or above in Speaking and Listening, Reading, Writing and Maths, and a much higher proportion of these were at 2B+, which is a much stronger message.

Particularly pleasing is that the proportion of children at L3 is greatly increased - with writing particularly high. Girls scored more highly than boys, but both groups were above LA averages.

KS2 – Y6 Results

Boys' and girls' scores were similar, although girls scored higher in most areas, and especially in Grammar, Punctuation and Spelling (GPS). The GPS scores were very low, largely due to low spelling scores.

Scores for Reading, Writing and Maths combined were reasonably strong at L4+, but less so at L4B+ and L5. Average Point Scores were in line with the Local Authority. At L4+ RWM combined were above similar schools and LA figures. Girls' results were noticeably stronger than boys in this cohort.

SEN children scored highly, but FSM eligible children scored less well.

ACTION

In Reading 51 out of 57 children made at least 2 levels (expected) progress. (90%)  
17 children made 3 levels (exceeding expected) progress. (30%)

In Writing all children made at least 2 levels (expected) progress. (100%)  
18 children made 3 levels (exceeding expected) progress (32%)

In Maths 52 out of 57 children made at least 2 levels (expected) progress. (92%)  
18 children made 3 levels (exceeding expected) progress (32%)

### **Quality of Teaching, Learning and Assessment**

During the summer term follow-up staff meetings took place where teachers took books to share examples of progress, presentation and marking. The discussion during and following these meetings was high quality and reflective. Best practice was shared and celebrated.

The 'triangulation' between results and children's progress, lesson observations, work in books and discussion with children will continue throughout the year. This term we are planning to hold pupil conferences where randomly selected pupils will talk through their work and their experiences in class (and beyond). We will produce an overall structure for these conversations but anticipate that they may vary widely. At present we are planning that as many teachers as possible will interview children from contrasting key stages.

### **Personal Development, Behaviour and Welfare of Pupils in School**

Each class has dedicated Personal Social and Health Education time and many of our displays focus upon Social, Moral, Spiritual and Cultural issues. Assembly themes are comprehensive and cover global, specific and targeted themes including British Values.

In September our INSET training was on safeguarding – initially all staff received training on the DfE document 'Keeping Children Safe in Education', then we had external training on how to recognise homophobia and the potential negative impacts of this to many of our families. This training will continue throughout the year. Further training on Child Sexual Exploitation, and internet safety took place in October.

We currently have four people trained as leaders for safeguarding (to have one is statutory), and a fifth will be trained at the next opportunity. This allows us to confer and discuss situations and to balance our responses appropriately. It also ensures that a designated lead is on site at all times.

As at Thursday 16<sup>th</sup> October our attendance figure was 97.5% for the start of term. This is reasonably high but attendance remains a high priority.

### **Effectiveness of Leadership and Management**

The School Development Plan has been shared with all staff, it has already been extended through staff input and many have a direct role in its implementation. It is once again displayed outside my office and is already being annotated as staff take action upon it.

The start to the year has been challenging. We are still without clear direction on assessment, and none will be forthcoming. The situation for education funding is perilous and the 'threat' of academisation looms. Social issues seem to be extending, whereas support services are constantly being cut. We are probably overdue for an inspection under the new framework, which is as yet untested. Throughout all this the support and hard work of all staff is notable. Mrs Brown and Mrs Taylor continue to undertake their extensive duties with great ability, good humour, positivity and optimism. It continues to be a privilege to work with them and lead the school together.

A discussion took place around the potential for Avondale to become an academy. A number of points were raised about the positives and negatives of this taking place and it was ultimately decided that for the time being Avondale stays a Local authority school.

Governors requested that Andrew Hutchinson contact the school with regards to how they can improve their governorship.

ACTION

Resolved: The Headteacher was thanked for his extensive report.

**11. SCHOOL IMPROVEMENT ARRANGEMENTS FOR 2015/2016 (SEE ALSO ITEM 2 IN THE DIRECTOR'S REPORT)**

The Headteacher has been asked by the school improvement group to take on the role of School Improvement Partner for a number of the schools within the group. This involves analysing the data from these schools. The school will continue to focus on working towards improving the outcomes for the children.

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

Received: Finance Committee minutes 12/10/15

The reserves level is currently at approximately £168,000.

A discussion took place around the potential to cancel the PGL trip following the recent attacks in Paris. Some parents have already withdrawn their children and requested a full refund.

The school is in negotiation with PGL about running the scheme for 25 children. If it is decided that the school will need to cancel the trip then refunds will be given.

It was agreed that if the government doesn't advise against travelling then those that have withdrawn and the trip still goes ahead will not be refunded.

There is expected spend in the near future to improve the infant playground. Quotes will be obtained for the work that needs to take place.

**13. AUTUMN TERM GOVERNING BODY BUSINESS**

**a) Review of School Policies**

The Safeguarding policy that was recently scrutinised during the Ofsted visit was considered not suitable by Ofsted. This is a policy that has been taken from the Local Authority and has been raised with Children's Services.

The school has since updated the policy and included all up to date relevant information including the Prevent Agenda. The Headteacher is meeting with Jessica Byrne on 18/11/15 to discuss this further.

E-safety has been reviewed by Vicky Brown and Mrs Speakman and is also included in the computing policy.

The Computing Policy has been approved and adopted.

**b) Governors' Year Planner 2015/2016**

The dates and times for the next governing body meetings are:

Spring Term – 1<sup>st</sup> March 2016 at 7:00pm.

Summer Term – 14<sup>th</sup> June 2016 at 7:00pm

**c) Review Headteacher performance**

A date is to be arranged before the end of term with Peter Nye for the Headteacher's performance review.

HT

**d) Teachers' performance arrangements**

All but one teacher has had their performance appraisal. The Headteacher will bring to the next pay committee meeting for review.

HT

**e) School performance**

This was discussed within the body of the Headteacher report.

**f) Financial arrangements for schools**

The SFVS will be ready for submission by March 31<sup>st</sup> 2016.  
The internal scheme of delegation has been completed and was passed to the Chair to sign.

**OPTIONAL ITEMS**

These are items that the school has asked to be included on the Agenda

**14. STANDARD REPORTS**

**A. GOVERNORS' CODE OF CONDUCT**

The School have adopted the Local Authority policy.

**B. LINK GOVERNORS REPORT**

It was discussed that governors didn't receive the timetable of training prior to the start of term. This has meant that almost all of the training has taken place.

**C. MONITORING OF SCHOOL RESERVES**

The reserves levels are currently at £168,000 approx.

**D. DATA PROTECTION AND FREEDOM OF INFORMATION**

The school has an up-to-date registration with the Information Commissioner.  
Is compliant with the FOI Act.  
Has made arrangements to issue privacy notices.

**E. CONSIDERATION OF THE DIRECTOR'S REPORT**

**1. Safeguarding** – the safeguarding self-assessment has been completed and returned to the Local Authority.

**2. School Improvement Strategy** – the Headteacher will continue to work with the School Improvement Officer and is also undertaking the role of School Improvement O=Partner to a number of other schools within the School Improvement Group.

**3. Governance update.** The report was noted.

**4. Special Educational Needs and Disability Update.** The report was noted.

**5. HR Policy Development.** The policy was adopted.

**6. Virtual School for Children in Our Care.** The Headteacher is the designated teacher and asked that this item be added to future agendas as a standard item. Sue Yates was nominated as the designated governor with responsibility for Children in our care.

**7. Pupil Premium Plus for Children in Our Care.** The report was noted. 1 child has received singing lessons and drum lessons. Others have had school trips funded and swimming lessons.

**8. School Admissions Policy.** The report was noted.

Clerk

**F. GOVERNOR TRAINING PROGRAMME**

The report was noted.

**15. ADDITIONAL BUSINESS**

Governors commented about the children showing prospective pupils' parents round school. How they were great ambassadors for the school and were really positive in promoting the school. Those that had been selected for the first few visits were very keen to take part in the latest visits and were a credit to the school.

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

The dates and times for the next governing body meetings are:

Spring Term – 1<sup>st</sup> March 2016 at 7:00pm.  
Summer Term – 14<sup>th</sup> June 2016 at 7:00pm

The meeting finished at **9:20**