

**MINUTES OF THE MEETING OF THE GOVERNING BODY HELD ON 12/06/2018  
AT AVONDALE PRIMARY SCHOOL**

**PRESENT:** C Southworth (Chair), V Brown (Headteacher), A Coxon, S Johnson, I Schofield, Karen Morgan, Debbie Davies, Mike Smith, Daniel McFarlane, Kate Holden, Sarah Bateman, Emma Lowe

**ATTENDANCE:** Stacey Duckett, Frances Molloy (Clerk)

The meeting started at **6:00 p.m.**

ACTION

**1. APOLOGIES FOR ABSENCE**

The governing body received and accepted apologies from Jane Taylor.

**2. MEMBERSHIP OF THE GOVERNING BODY**

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

- a) i) Michelle Pilkington has resigned from the governing body. The Headteacher advised the governing body that Andrew Bradley, Assistant Headteacher from Darwen Vale School had been approached as a possible co-opted governor to replace Michelle and had expressed interest in joining the governing body. The Chair confirmed that she and the Headteacher would arrange to meet with Andrew to explore this further. No appointment was made to replace Michelle on the Curriculum committee. It was also noted that replacements would be needed for English and Pupil Premium governor responsibilities and governors were asked to consider whether they would be interesting in taking on either role from September on either a temporary or permanent basis.
- ii) No new appointments have been made since the last meeting. A discussion took place regarding possible recruitment to the remaining co-opted vacancies. The Chair advised this will be reviewed after the Skills Audit has been completed and evaluated but the Headteacher asked the Clerk to clarify whether the figure of 8 co-opted governors is correct.
- b) The governing body decided not to appoint any new associate members at this time.
- c) The Chair confirmed that all contact with governors in future would be via the new school email addresses and asked all governors to ensure they are able to access their account.

Headteacher/CoG

Clerk

**3. DECLARATION OF INTEREST**

There were no declarations of interest made.

**4. MINUTES OF THE GOVERNING BODY MEETING HELD ON 06/03/2018**

Received: A copy of the minutes of the last meeting held on 06/03/2018.

Resolved: The minutes of the meeting were accepted as an accurate record and signed by the Chair.

**5. MATTERS ARISING FROM THE MINUTES**

There were no matters arising.

**6. HEADTEACHER'S REPORT**

The Chair reported that the governing body wished to acknowledge and thank staff for all

the work they put in during the recent inspection and also asked for her appreciation of the commitment shown by the governing body to be noted. The Headteacher also thanked the governing body for the excellent turnout during the inspection.

The Headteacher then gave verbal feedback to governors regarding the recent Ofsted inspection and provisional judgement.

Received: Headteacher's Report:

The Headteacher referred to the report and said she would be happy to respond to any questions

Key Facts

**Q** – How have staff reacted to the new staffing structure?

**A** – Feedback has been overwhelmingly positive

**Q** – Are we able to expect stability over the next school year?

**A** – The Headteacher confirmed that this is the case

**Q** – Are we sure that sufficient time out has been allowed for the Headteacher and Assistant Headteachers for management time?

**A** – The Headteacher confirmed this is the case and that the schedule includes time for monitoring activities.

**Q** – Are we expecting any changes in support staff?

**A** – It was confirmed that one member of support staff is retiring and another who has been supporting a Year 6 child has found another job, but no teaching staff are leaving.

Numbers on roll

**Q** – Have we had any further information regarding the proposed 62<sup>nd</sup> child for admission?

**A** – It was reported that this child has moved into the area from Stockport whilst undergoing an EHC assessment so a draft plan has now been prepared. After discussion regarding the implications of the request for admission the governors supported the Headteacher's decision to reply to the local authority indicating that the governing body do not believe Avondale school is able to meet this child's needs.

Attendance

**Q** – A question was raised regarding the persistent absentee figures in Y1, 2 and 5 seeming quite high?

**A** – The Headteacher confirmed that the Y1 and Y2 cases relate to children with severe medical needs, although one child's attendance is now improving as their condition is now being better managed.

Outcomes

**Q** – When will the results of the SATs be released?

**A** – The results will be available on 10 July

**Q** – How did the children find the tests this year?

**A** – Generally positive – they appeared to take the tests in their stride.

Teaching and Learning

The Headteacher reported that Katie Phillips is due to pass her NQT year and achieve QTS.

It was also noted that it is currently expected that CIOC numbers will be down to 2 from September 2018.

Leadership and Management

The governing body noted its thanks to Miss Harrison for the great job she had done both in planning the science week and her completion of the Primary Science Quality Mark.

Early Years Foundation Stage

**Q** – Is there a reason why the autumn born average points scores are lower than for summer born?

**A** – It was noted that 6.2 is above the expected standard for this time of year, and the school is confident that all children are pushed to achieve regardless of when they are born.

Personal development, social and behaviour

**Q** – Can you explain the difference between structured and unstructured incidents?

**A** – It was explained that the structured incidents are for supervised activity i.e. during lessons, whereas unstructured incidents related to unsupervised activities such as playtime, moving around school etc. It was also noted that behaviour is a real strength within school and this had been noted in the recent inspection.

Resolved: Permission was granted for the proposed Robinwood trip in April 2019. The Headteacher reported that she will probably be looking to ask the governing body to approve different residential arrangements in subsequent years.

**Q** – How much notice do we give to parents regarding trips and the likely cost?

**A** – Parents are given at least 12 months' notice.

Sites and buildings

**Q** – Has there been any feedback from the Eric Wright group audit?

**A** – The Headteacher confirmed that she has not yet received any information following the audit.

The governing body also formally recorded their thanks to Mr O' Dea for all his efforts on behalf of the school.

Special events

The Headteacher drew attention to the Y6 leavers play and performance which takes place on 11 July and the presentation assembly on 19 July when the end of year awards for all year groups are given out.

Governors thanked the Headteacher for her report.

**7. SCHOOL IMPROVEMENT UPDATE**

Received: Reports of SEO visits to school on 22 February 2018, 12 March 2018 x 2 and 11 April 2018.

It was noted that this item had otherwise been covered under the previous agenda item.

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

Received: Minutes of the Curriculum Committee dated 9<sup>th</sup> May 2018.

Received: Record of Safeguarding visit to school by Sarah Bateman and record of governor visits to school during Science week.

Sarah Bateman and Steven Johnson both gave verbal summaries of the visits and the themes and key issues that had been discussed.

It was noted that a number of visits to school that had been scheduled by governors had to be cancelled due to the Ofsted inspection.

The Chair reported that the governing body had agreed a budget at the Finance Committee dated 21/05/2018 and that this was £2,055,659. The reserves at the end of the 2017/2018 year were £195,087. Total planned expenditure for the 2018/2019 year is £1,936,360 and this will leave likely reserves of £119,299 at the end of the financial year 2018/2019.

#### Pupil Premium Grant

It was noted that the governor with delegated responsibility for Pupil Premium has resigned and governors were asked to consider if they might wish to take on this role from September on either a temporary or long term basis.

No urgent action has been taken by the Chair since the last governing body meeting.

## 9. AUDIT OF SCHOOL FUND

The Headteacher confirmed that the school fund was audited in November 2017.

A discussion took place regarding the need to regularise access to the PTFA account as the money is currently sitting in the wrong account. It was also noted that a discussion would take place at a future finance committee meeting on how to best use the funds for the benefit of the children.

### **GOVERNING BODY BUSINESS**

#### **a) SCHOOL MEAL CHARGES**

The Headteacher explained that school meal charges had been reviewed and a decision had been made to leave the cost at £2 a day.

#### **b) GOVERNORS' ALLOWANCES**

It was noted that the policy is not to pay allowances other than under exceptional circumstances.

#### **c) GOVERNING BODY PERFORMANCE**

Governors reported on their recent contacts with school as follows:

- Chris Southworth – Regular meetings with the Headteacher, Headteacher interim performance management, Ofsted inspection, and there is a meeting with the school council scheduled for 13 June.
- Emma Lowe – attended the ukulele performance, PTFA, school disco, Ofsted
- Debbie Davies – several visits including provision of sport sessions, ukulele performance, parent intake meeting and Ofsted
- Karen Morgan – Ofsted, music governor visit
- Iain Schofield – Ofsted, Headteacher performance, LA Inspire Maths event, had booked governor training but the course was cancelled
- Steven Johnson – 4 days for science week, STEM governor training, and booked to do governor induction training
- Andrew Coxon – world book day, had booked to do training but the course was cancelled
- Sarah Bateman – assembly, ukulele performance, school disco, parents' evening, Ofsted, EY reading workshop, Y3 reading workshop, Data Protection training

- Kate Holden – school disco, PTFA, end of term assembly, curriculum meeting, wrote a letter to Ofsted inspector in support of school
- Daniel McFarlane – was booked on training but the course was cancelled
- Mike Smith – world book day, SATs week, Ofsted, meetings with Maths lead, curriculum meeting

Received: Documents distributed by the Chair relating to the governor development meeting scheduled for 14 June at 4 p.m. The Chair asked all governors to complete the skills audit and the review questionnaire and to return them to school by 2 July. The returns will be used to help prepare the annual report to parents. The pack also included further documents for the meeting on 14 June including some resources from The Key. The Headteacher was asked to confirm that all governors have been provided with information on how to access The Key website. In addition to the self-evaluation the Chair will also be sending out a survey for governors to provide feedback on the performance of the Chair by the end of the week and governors were asked to ensure that returns were submitted by 2 July.

Headteacher

**Q** – In future, could arrangements be made for the governor development meeting not to be held in the same week as the FGB meeting?

**A** – Yes, when looking at future dates this will be borne in mind.

#### **d) ATTENDANCE PUPILS , STAFF AND GOVERNORS**

This item was covered under Item 6.

#### **e) SCHOOL TERM AND HOLIDAY PATTERN 2019/2020**

It was noted that the school term and holiday pattern have already been approved.

### **11. STANDARD REPORTS**

#### **A. School funding arrangements 18/19**

The Headteacher reported that concerns had been raised at a recent meeting of Darwen Headteachers regarding the implications of the decision to no longer de-delegate funding for the New Arrivals and GRT teams.

The report was noted.

#### **B. Virtual School Report**

A discussion took place regarding the implications of the new duty coming into force from September and the Headteacher confirmed any work necessary will be done to review the school's responsibilities. It was further noted the designated teacher is currently the Headteacher until Kim Ritson resumes this responsibility in September. The Headteacher confirmed Kim is an appropriately qualified and experienced member of staff and has undertaken relevant training.

The report was noted.

#### **C. Governor Monitoring, Training and Development and Training Modern Governor**

The report was noted and governors agreed to purchase Modern Governor.

#### **D. Directors Report**

#### **1. Policy Development Activity**

The Headteacher confirmed that the school has adopted the LA policy with only minimal changes.

**Q** – Reference was made to the change making clear that numerical targets will not be "inappropriately" imposed and how that could be interpreted?

**A** – Reassurances were given on how the process is conducted – by reviewing evidence of expected targets and whether they are/were realistic.

The report was noted.

2. Governance Update

The report was noted

3. Blackburn with Darwen Primary School Food Policy and Toolkit

A discussion took place regarding current activity within school and the plan to introduce the daily mile from September.

Resolved: Not to adopt the policy at this time. The report was noted.

4. First day of term Admission protocol

Resolved: to adopt the policy with effect from September 2018.

The report was noted.

5. Dental Health promotion in Blackburn with Darwen

The report was noted.

6. School Admission Policy 2020/2021 (Own Admissions Authorities only).-

It was noted that this item does not apply.

**E. Governor Training**

Courses still available during the Summer Term 2018 were highlighted.

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

The Chair confirmed that she and the Headteacher will arrange a meeting to set the calendar of proposed dates for meetings in 2018-19. The Chair reported that the governing body did not propose to set a 'school on the agenda' initial meeting in the first half of the Autumn term.

CoG +  
Headteacher

The meeting finished at **8:25 p.m.**

Approved as a true record of the Meeting

Signed: \_\_\_\_\_  
Chair

Date: \_\_\_\_\_