



MINUTES OF THE MEETING OF THE FULL GOVERNING BODY
held at Grand Avenue School on
Monday 11th November at 7.30pm

LA-1	CO OPTED 8		PARENT -2	STAFF 2
TBC	Jenny Gresson (Chair)	Richard Newman	Farah Ahmad	Shona Pitcher Headteacher (Ex Officio)
	Alexis Orlovac	Connor Adams		Fran Sagar
	Archika Kumar	Nicky Bannerman		Shamama Tul Amber (VC)
	Angie Edwards			

Associate Members: Matt McHale, Gareth John, **David Magee**

Clerk/Minutes: Miss Lucy Richards

Bold = absent

ITEM	MEETING STARTED AT: 7.30pm	ACTIONS
020	APOLOGIES FOR ABSENCE RECEIVED AND ACCEPTED	
	David Magee Angie Edwards Alexis Orlovac Apologies were received and accepted by the Board.	
021	OBSERVERS	
	None	
022	DECLARATIONS OF BUSINESS INTEREST	
	None	
023	MINUTES OF THE LAST MEETING HELD 23rd SEPTEMBER 2024	

Signed/initialled by Chair of FGB

_____ J G _____

	These were agreed to be a true and accurate record of the meetings held.	
024	MATTERS ARISING	
	<p>Add into previous minutes that apologies from Richard and Michele were accepted.</p> <p>EIF training - there were 5 Governors from Grand Avenue attending this training.</p> <p>School council dates: Thursday 14th November @12.15pm - Nicky Bannerman will attend Wednesday 4th December @12.15pm - Connor to confirm if he is able to attend.</p> <p>All governors were encouraged to make their visits into school sooner rather than later and to ask the class teacher/TA to take a photo to add to the Governors board at the entrance. The list of link year groups and areas of focus for 2024/25 were included with the documents for this meeting.</p> <p>Governor question: Has the updated Pay Policy been shared with R&F? Response: Yes, however, the amounts had not been approved at that point but they have now been agreed by the Government and have since been updated.</p> <p>Governor question: What are the changes to the Performance Related Pay? Response: Schools can now decide whether to include PRP as an option or not. This will be discussed at the Pay Review Committee meeting. SP recommendation would be to remove the requirement of PRP as our capabilities procedure would apply if a member of staff was under performing. Previously staff members would have their appraisal targets and a conversation would be had as to whether the targets had been achieved and whether the member of staff would move up the pay scale. However not all targets were achievable as if the target was based on pupil achievement and you had pupils move within the year then this could impact on the class data overall. In the past we did not stop a member of staff from moving up the scale if there was evidence that staff had worked towards achieving their targets.</p> <p>There generally is an expectation that if a teacher was in the early stage of their career then they would move through the pay increments as they progressed (first 6 years of career). If a member of staff was at the top end of the scale and wanted to apply for UPS then this process remains unchanged.</p>	Clerk to send Richard an electronic version of Skills Audit.
025	GOVERNOR HEALTH CHECK	
	See separate document.	
026	GOVERNOR MATTERS	
	<p>a) Declaration of Interests - covered in item 020. b) Governor visits/year groups - the list of link year groups and area of focus for this year has been shared. c) Governor training - various training sessions have taken place.</p> <p>Education Inspection Framework (EIF) training took place last week. It was noted that the school will have moved up the waiting list for an Ofsted inspection due to the appointment of the new headteacher. However, there are other schools who will be receiving a visit imminently. As part of the inspection the inspector will meet with the Chair and other governors on the Wednesday morning of the inspection and then again with as many governors as possible at the end of the inspection for a 45 minute meeting. It was suggested that an</p>	<p>Governors are asked to write a Governor Corner entry and send to Clerk for inclusion in school newsletter.</p> <p>Clerk to send poster for</p>

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	<p>Ofsted working party be formed to plan for key points that may be raised during these meetings.</p> <p>The working party will be formed of Richard, Archika, Farah, Connor, Jenny.</p> <p>The focus for all schools will be the early teaching of maths and reading together with PPG and SEND children. The inspector will be looking at children who are achieving (making good progress) and also children who are reaching Greater Depth (GD) to ensure that they are being supported at the different levels.</p> <p>Question on Scheme of Delegation.</p> <p>It has been agreed that Richard will meet with SBM to go through documentation which is shared with R&F and will look at this information in more depth.</p> <ul style="list-style-type: none"> • Complaints training - this has been attended by several governors. The school always endeavours to resolve issues before they escalate into complaints. <p>d) eNews/Termly newsletter - it was noted that there is usually news on training, including any upcoming training sessions and any reschedules of training.</p> <p>e) Governor's corner - 2024/25 - Jenny will write the first GC for this academic year.</p> <p>f) Parent/Governor Coffee morning - Archika/Nicky/Jenny/Farah/Connor -6th December 2024</p>	<p>Parent/Governor coffee morning.</p>
<p>027</p>	<p>HEADTEACHERS DASHBOARD - VERBAL UPDATE</p>	
	<p>The next inset day is planned for 29th November. The school psychologist is coming in to work with staff on helping children to feel included in school. This will also include a session on SEN independence, with the aim to support SEN learners to become more independent. This action was raised following the ESTA review.</p> <p>Governor question: How do you choose a topic for inset day? Response: It is one of the SDP priorities and the school decided that this would be good to review. One of the outcomes of the PPG audit looked at attendance for PPG families. ERSA is a national issue stemming from COVID. The school wants to consider children's individual anxieties and ensure children feel valued in the community.</p> <p>The ESTA funding review will be taking place following the borough SRP funding review. The review will look at how the funding is used in school (approximately £25K per annum) and the cost effectiveness of the spending.</p> <p>The school has been selected to take part in a phonics project. The national percentage is 81%, the school has dipped slightly below average (76.4%) and the review will be an opportunity to look at how to improve phonics practice in the school. SP has met with Liz Armour who is leading this programme and internally the school have been discussing the barriers and how to remove these to build on the learning.</p> <p>There have been a number of applicants for the swimming teacher vacancy. The interviews are being held this week.</p>	

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	<p>A number of pregnancies have been notified. The first teacher will be on leave from February and a letter will be sent to the impacted class shortly. The school have organised a temporary teacher to cover this maternity leave.</p> <p>The first parent forum of this year is taking place on Friday this week. There were a lot of discussion points raised by the parents and these have been addressed.</p> <p>Question: Could water/river safety be considered as part of the swimming lessons for children in Year 6? Response: RNLI have recently been in to talk to children about water/river safety.</p> <p>Governor question: Do the school differentiate swimming for some children? Response: There are smaller swimming sessions running for smaller groups of children who benefit from the TV on on smaller group scenario. Ok</p> <p>There have been a number of coffee mornings/workshops/welcome meetings taking place in school and there is a positive relationship with the parent/carer community at the moment. There has been a lot of positive feedback with regard to the class mixes from Year 3 into Year 4 and Year 4 into Year 5. As a result of the class reorganisation the TA's have been spread out across classes as SEN needs have been more evenly spread which has supported the children across the classes.</p> <p>Year 2 are full and there are a number of new admissions across the school. The Reception tours have been very popular with 156 families attending and an additional date has been added for December to accommodate additional enquiries.</p> <p>Premises update: Annex Hall roof - repairs are pending and the school is awaiting the council to provide an update. Fire alarm - a new system is being looked into. Safeguarding updates: Evac training has been booked in. All new members of staff will be undertaking safeguarding training this term.</p>	
028	OUTCOMES REPORT	
	<p>This was shared at C&C 7th October.</p> <p>IDSr - this is received in December.</p> <p>Question: Was there discussion in C&C around the differences in the data? Response: The committee looked at why this data was different in previous years.</p>	
029	PAY REVIEW	
	JG will contact Richard and Connor to arrange the date for the Pay Review meeting.	
030	FEEDBACK FROM COMMITTEES	
	<p>a) C&C - 7th October 2024 b) R&F - 21st October 2024</p>	

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	The minutes of these meetings will be shared and reviewed at the next meetings.	
031	SAFEGUARDING INCLU. REVIEW	
	<p>The main update was shared in the HT verbal report.</p> <p>The safeguarding action plan is determined by the safeguarding audit. The audit is set by LA and has 75 questions. Where there are any responses marked as NO or PARTIALLY, these form part of the action plan.</p> <p>Items highlighted in green show areas achieved already this term.</p> <p>The school has a tighter system of tracking paper in and out of school. If a child leaves school paperwork is sent out via secure email and request confirmation of this from the receiving school. Edaware - online system is used for reporting concerns and this assists with tracking incidents and finding patterns.</p> <p>The safeguarding policy has been updated including the online SG policy.</p> <p>The lock down procedure has been updated. All staff are aware of the drills that would be required, this is not practised with the children due to the levels of upset this might cause the children. The school look at the risk of an attack taking place and the benefit/risk of the drills not being practised. The children follow instructions during fire alarms well.</p> <p>The school are looking at online fire register systems so that staff will have access to this from mobile devices.</p> <p>Connor is the Filtering and Monitoring Governor. In order to introduce the filtering and monitoring process the children have individual log-ins. This is work in progress as the infrastructure is updated to the newer IOS.</p> <p>Section 3 - trusted adult and ensuring children are comfortable with who they are able to go to if they have any concerns.</p> <p>Governor question: Is there another postbox children can post concerns to if they are not comfortable putting this in their class box?</p> <p>Response: Yes, they can add to the ELSA box confidentially. It was noted that the teachers usually already know the worries and this is often the children voicing their concerns. The teachers will then ensure the children are followed up with.</p> <p>The new website is compliant with SG requirements.</p> <p>ACTIONS: Prevent and Online Risk Assessments. These are big assessments to be worked on this year. The LA are working on a model policy and then the RA is something that the school has to answer. It was noted that the school is low risk, the questionnaire is the same for primary and secondary schools and it was understood that different problems can face a secondary school. There is no formal deadline, it has to be completed this academic year.</p> <p>HT question: Does the SG governor have a role description?</p>	Share SG date with Governors.

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	<p>Response: There has not been a particular description. SP will look into this and ask AFC for guidance.</p> <p>Per the guidance continuous SG procedures need to be put in place. There are some questions that the school will ask AFC for guidance on some items including briefing 3rd party contractors and visitors to the school.</p>	
032	AGENDA ITEMS FOR NEXT MEETING	
	Ofsted as an agenda item to discuss requirements in more detail.	
033	AOB	
	<p>All Governors were asked to review their profile on the school website and send updated wording to Lucy.</p> <p>Christmas Fair sign up sheet for the entrance will be emailed to all governors.</p> <p>Question: What is the assessment for the provider of the RockSteady music sessions?</p> <p>Response: SP outlined the remit of clubs that are in school together with Safeguarding procedures. It was noted that this is an outside provider and whilst the school are responsible for the safeguarding of the children they are not responsible for the assessment/content of these lessons. The contract is between the parent and the provider.</p>	<p>ALL: Check profile on the website and send updated working to Lucy.</p> <p>ALL: If available please sign up for the entrance at the Christmas Fair.</p>
034	SCHOOL COUNCIL	
	<p>No items to take to School Council.</p> <p>Nicky and Shona to attend lunchtime meeting on Thursday 14th November.</p>	
035	MINUTES OF THIS MEETING CONFIDENTIALITY	
	See confidential minutes.	
036	<p>CLOSE OF MEETING: 9.37pm</p> <p>DATE OF NEXT MEETING: 20th January 2025</p>	

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ACTION	OWNER
Send RN copy of skills audit for completion	LR
Send draft Governors Corner to Clerk for newsletter	ALL
Share SG date with Governors	TBC
Check profile on school website and send updated working to Clerk	ALL
Sign up to Christmas Fair	ALL
Send training write up to Clerk	Jenny/Farah/Alexis/Angie

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