



## Kings Avenue School

### Minutes of the Full Governing Board Meeting of Kings Avenue School held via Zoom on Monday, 12 December 2022 at 5.00pm

#### Members present:

Mr Matthew Bryant (MB)	Co-opted Governor (Chair)
Mr Edison David (ED)	Executive Headteacher
Mr Rob Lowerson (RL)	Co-opted Governor
Ms Gay Wenban-Smith (GW)	Co-opted Governor
Mrs Tanya Jones (TJ)	Co-opted Governor
Ms Mansha Arora (MA)	Co-opted Governor
Mr Oliver Butcher (OB)	Co-opted Governor
Mr Alan Sendorek (ASe)	Co-opted Governor
Ms Bisma Jones (BJ)	Parent Governor

#### In attendance:

Ms Joy Clarke (JC)	Head of School
Ms Anupa Shah (AS)	School Business Manager
Ms Rebecca Stephenson (RS)	School Improvement Lead
Ms Mel Brown (MBr)	Clerk

#### 1. Welcome, Apologies for Absence and Attendance

The Chair welcomed everyone to the meeting. There were no apologies for absence.

#### 2. Quorum

The meeting was quorate.

#### 3. Declaration of Interest / Register of Business Interest

No declarations of interest were declared.

#### 4. Minutes

The minutes of the meeting held on 22 September 2022 were **approved** as an accurate record.

#### 5. Matters Arising / Actions

The actions from the Action Report were updated as follows:

- With reference to Item 7 (September 2022), the Chair confirmed that AS sent around the login information for the NSPCC course related to governor KCSiE training. The suggested deadline was the end of November 2022. The governors in attendance confirmed they have all received the email from AS.
- With reference to Item 8 (September 2022), ED provided an update on the identification of potential governors for the existing staff, parent, and co-opted vacancies, noting that no vacancies have currently been filled due to time

commitments.

**Action: ED to continue recruiting and will provide updates on upcoming calls.**

- With reference to Item 11 (September 2022), the Chair confirmed that he is still in process of discussing priority governor roles with ED.  
**Action: MB to provide an update on the next call.**
- With reference to Item 9 (July 2022), ED confirmed that he has received multiple options on ways to further publicise the Ofsted report within the local community, including a stronger publication of Open Mornings to encourage more parents to come to school. He has also been collaborating with different school websites to ensure they are publishing the most up-to-date Ofsted report.  
**Action: ED to continue to take actions on publication of the Ofsted report during the new year.**

## 6. Governing Board Business

The Chair confirmed that the terms of office for three governors (MB, TJ, and AS) would end in December 2022. The governors each confirmed interest in continuing their service. It was agreed by general consent to reappoint the three governors for another term of office (19 December 2022 – 18 December 2026).

**Action: MBr to send a notice to the Local Authority (LA) to confirm the reappointments.**

## 7. Chair's Action

There was no Chair's Actions to report.

## School Performance, Self-Evaluation, and Statutory Responsibilities

### 8. Committee Reports:

- ACPPCC
  - GW provided an update on the ACPPC Committee meeting that was held on 21 November 2022, noting that the meeting minutes were a good record, with one requested addition of the Parent Survey Results.  
**Action: MBr to add the Parent Survey results to the ACPPCC minutes.**
  - GW confirmed that the Terms of Reference of Committees were updated and revised for simplification purposes. She also mentioned that the Parent Survey Results and the SEN results concluded that the parents were generally happy.
  - It was noted that last year's Year 2 students' performance was low, but with needs identified and strong interventions, the achievement levels of those children is now much improved in Year 3.
- Resources
  - OB provided an update on the Resources Committee meeting that was held on 21 November 2022, noting that the primary item of discussion was the Headteacher's Report.
  - OB noted that the actual in-year surplus was £195k, with an estimated £41,807 deficit at the end of March 2023, which resulted in the Local Authority being very satisfied with this position and actions taken to recoup the deficit.
  - OB confirmed that there was no increase in utility costs due to fixed-term contracts with utility providers.

- It was noted that the Resources Committee also discussed the impact of falling enrollment on projected revenue, which will be discussed with the larger group later in this meeting.

A **governor asked** when the end of the fixed-term utility contracts was and ED replied that they are applicable until the end of March 2023, but there will also be government subsidies to help manage utility costs.

**Action: ED to report on energy subsidies in the next Resources Committee meeting.**

A **governor questioned** whether there is still an ongoing discussion about the amount of money being disputed with Iqra, and ED confirmed that all of the outstanding balances have been remitted at the time of this meeting.

**Action: ED to provide an update on finances during the January FGB meeting.**

- Pay

- MB provided an update on the Pay Committee meeting that was held on 10 October 2022, noting that the main point of discussion was in relation to recommendations in incremental pay progressions for teaching staff that are linked to performance.
- MB confirmed that the governors approved the proposed pay recommendations, and that all changes had been factored into the budget previously to limit impacts on finances.

A **governor asked** whether the headteacher's pay is subject to review by the Pay Committee, and MB replied confirming that it is reviewed by a separate special committee.

## 9. Headteacher's Report

ED presented the Headteacher Report noting that the overall grade was Good.

The group confirmed that the reporting period was for the 2022 Summer term and that each committee has reviewed the details.

The following key points were highlighted:

- 162 pupils were enrolled compared to capacity of 210. The proportion of free school meals provided is nearly 60%, which is higher than the national rate, similar to the rate of students on Educational Healthcare Plan.
- More than half of the pupils speak English as an additional language, which is significantly higher than the national average.
- The single central record is in place and was verified on 1 June 2022. ED noted that he attempts to time the verification prior to a governors meeting.  
**Action: ED to arrange for MB to come and do another review of the Single Central Record.**
- In relation to safeguarding, no pupils have been subject to a CPP since the last report. No children are classified as Children in Need, three are subject to an Early Help assessment, and only one had a low level concern.
- There have been no serious incidents since the last report, and MB continues to be the identified safeguarding governor, noting that he visited the school in June 2022.

- There were 2 governor vacancies for the summer term, and a governor skills audit was completed within the last 12 months.
- There were no starters in the summer term. There were 3 leavers, including 2 teaching staff and 1 support staff. The teaching staff were natural wastages and not replaced.

ED provided an update on the inspection held in March 2022, noting that the inspector considered the safeguarding program effective with clear routines and robust reporting procedures that ensure the best possible outcome for pupils. It was noted that the high priority H&S action plan points are partially completed, aside from the recommendations that resulted from the Legionella Assessment. Resulting work will be conducted on 19 December 2022.

The group confirmed that the SEND Information Report, the Pupil Premium Strategy, and the P.E and Sports Premium Strategy are all up to date on the school website. There has not been a governor identified with responsibility for SEND.

**Action: ED to present on both the Pupil Premium Strategy and the P.E and Sports Premium Strategy during the next ACPCC meeting.**

ED confirmed that the school development plan update was reported to this group in September 2022 and that all objectives were achieved.

The group received a Staffing Update, noting that the well-being review is currently ongoing and there have been no reports of staff bullying, harassment, or excessive workload incidents since the last report. ED confirmed that staff training schedules are in place for the year which include appropriate budgeting. The Performance Management Review Cycle is also up to date.

ED provided an update on attendance, noting that the rate was 95.8% at the end of 2022, while the national rate was 94.3%. Persistent absences were at 13.4%, which is significantly lower than local and national averages of 16.7% and 19.5%, respectively. The behaviour policy was reviewed last year and is clear to all staff and pupils. There were no fixed term or permanent exclusions, no bullying incidents, no race/hate incidents, and no sexual harassment incidents during the summer term. There was one report of physical intervention. ED confirmed that in any instance of sicknesses, Local Authority procedures were followed.

Governors were informed that the charging policy is available on the website. There were twenty-five educational visits taken place since the last report. The group confirmed that the school offers pupils a wide range of extracurricular activities, including football, basketball, dodgeball, coding club, and multi-sports, noting that all clubs are at full capacity. Activities such as school council elections and British value assemblies are also provided to help prepare pupils for life in modern Britain.

ED provided an update on the curriculum, noting that details are published online and that the school follows the national curriculum, and in some cases exceeds its breadth and ambition. It was noted that the SEND report includes details on how the curriculum is adapted for learners with SEND requirements. The quality of this report is indicated as Good.

The group received an update on data comparisons of schools across Lambeth, noting that Kings Avenue School scores higher than local averages in most metrics. It was noted, however, that Reading scores for KS1 were low, therefore teachers are focusing on this for the current term. Comparable results for Reading were seen in KS2, as well as a lower score for Mathematics. ED confirmed that the inspection dashboard has

been published for 2022 and includes the Key Stage 1, Key Stage 2, and Phonics progress and attainment data.

**Action: ED recommends that the ACPCC review the details of the report during their next meeting.**

A **governor asked** why the attainment numbers are higher than progress numbers, and ED replied stating that progress is dynamic and dependant on many metrics and baselines. ED confirmed that the assessments should be consistently reviewed for credibility to ensure that attainment data is accurate year to year.

The **chair asked** about the process for calculating average total points, and ED confirmed that each area of the foundations stage profile have one point. The average of all points that pupils have accumulated is the school average.

A **governor asked** about action plans to increase performance on KS2 Mathematics scores. ED confirmed that there have been historical gaps in cumulative Mathematics knowledge, which has resulted in the lower scores. The COVID-19 Pandemic and virtual classrooms were a main disruptor of achieving learning objectives. The curriculum is now being prioritised in Year 5 to ensure that the gaps are sufficiently addressed. The school is collaborating with teachers who are part of the National Centre for the Excellence of Teaching Mathematics to help pupils reach performance goals.

A **governor asked** when there will be data to help substantiate this action plan, and ED replied stating that Autumn data will be reported on in the next ACPCC meeting.

### **Consultation, Advice and Statutory Responsibilities**

#### **10. Governor's Visits**

There were no updates to provide.

#### **11. Training and Development (reminder safeguarding training)**

The governors were reminded to complete the KCSiE safeguarding training.

OB noted that no governors have completed the trainings for 2022 and that there are only 3 weeks left before the deadline.

**Action: Governors to update their entries and trainings on GovernorHub for 2022.**

#### **12. Any Other Business**

The Chair provided an update in relation to pupil planning on the Resources Committee, noting that the numbers have been going down steadily over the past few years and is a Lambeth-wide problem that could be a result of a declining birth rate. The group confirmed that the education team is reviewing options to avoid having schools close if there are too many open seats available, such as reducing class sizes by 50% (from 30 to 15 pupils).

MB confirmed that he has met with ED and the Director of Education. He provided an update to this group because the council may have a deadline to publish any proposals to reduce pupil admission numbers by 31 January 2023. There will be a consultation period of at least 6 weeks, so the group may receive communications soon. The

governors confirmed that any approved reductions would affect enrolment starting in September 2024.

**Action: BM to arrange a governor's seminar in January 2023 to talk through potential proposals and provide an official response.**

A **governor asked** about the implications of reducing pupil admission numbers on staffing, and ED replied stating that it has not been discussed in detail, but informal capping could be a useful short-term option that would not need to go through consultation, only discussed with the Local Authority.

There was no other business.

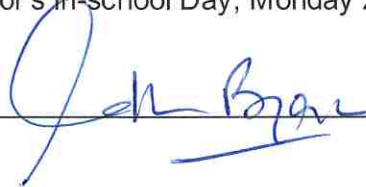
**13. Confidential Matters**

There were no confidential matters.

**14. Date of Next Meeting**

ACPPCC Meeting: Tuesday, 31 January 2023  
Resources Meeting: Tuesday, 31 January 2023  
Governor's In-school Day, Monday 20 March 2023

Chair



Date

*at 14:22*  
6 March 2023

## Action Report

	Action	Lead	Update
<b>September 2022</b>			
8	To identify potential governors for the existing staff, parent, and co-opted vacancies	ED	Ongoing
11	To review and propose suggested governor roles	MB	Ongoing
<b>July 2022</b>			
9	To continue publicising the Ofsted report	ED	Ongoing
<b>November 2022</b>			
6	To send a notice to the Local Authority (LA) to confirm the reappointments.	MBr	
8	To add the Parent Survey results to the ACPCC minutes.	MBr	
8	To report on energy subsidies in the next Resources Committee meeting.	ED	
8	To provide an update on finances during the January FGB meeting.	ED	
9	To arrange for MB to come and do another review of the Single Central Record.	ED	
9	To present on both the Pupil Premium Strategy and the P.E and Sports Premium Strategy during the next ACPCC meeting.	ED	
9	To review the details of the headteacher's report during their next meeting.	ACPPCC	
11	To update their entries and trainings on GovernorHub for 2022.	All governors	
12	To arrange a governor's seminar in January 2023 to talk through potential proposals and provide an official response.	BM	

