



**Kings Avenue School**

**Minutes of the Full Governing Board Meeting of Kings Avenue School  
held in School on Thursday, 22 September 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         |

**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**

MB welcomed everyone and governors introduced themselves.

Apologies were received from Bisma Jones, Alan Sendorek and Oliver Butcher.

**2. Quorum**

The meeting was quorate.

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

MB declared that he was Treasurer of the Lambeth Governors' Forum. .

**4. Election of Chair**

A nomination was received for Matthew Bryant to be Chair, proposed by TJ and seconded by GW. Governors unanimously **agreed** to elect Matthew Bryant as Chair for 2022/23.

**5. Election of Vice Chair**

A nomination was received for Tanja Jones to be Vice Chair, proposed by MB and seconded by GW. Governors unanimously **agreed** to elect Tanja Jones as Vice Chair for 2022/23.

**6. Minutes**

The minutes of the meeting held on 18 July 2022 were **approved** as an accurate record.

**7. Matters Arising / Actions**

The actions from the Action Report were updated as follows:

- With reference to item 14 (December 2021), the skills audit to be circulated to all governors. **Action:** MBr to circulate
- With reference to item 12 (July 2022) regarding safeguarding/Keeping Children Safe in Education (KCSiE), MBr reported that updated guidance had been circulated to governors, and governors now needed to be trained. **Action:** **AS/MBr to arrange KCSiE governor training**
- Item 9 (July 2022), to further publicise the Ofsted report within the local community, had not yet been actioned.

## 8. **Governing Board Constitution and Membership**

MB reported that there were vacancies for one co-opted governor, one parent governor and one staff governor. Governors agreed that the co-opted governor should preferably have educational teaching experience, and there was a brief discussion regarding identifying potential parent and staff governors.

**Action: ED to identify potential governors for the staff, parent, and co-opted vacancies**

The terms of office for three governors (MB, TJ and AS) would end in December 2022, and re-appointments would be considered at the next Full Governing Board meeting.

## 9. **Chair's Action**

There was no Chair's Actions to report.

## 10. **Governing Body Administration and Standing Orders**

- Code of Conduct. Governors **approved** the Governor Code of Conduct.
- Governors were asked to complete and return the Declarations of Interest and Disqualification Declaration forms, and update GovernorHub accordingly.
- Standing Orders. MBr reported that this was a standard Lambeth Local Authority template and was unchanged from last year. Governors **approved** the standing orders.

## 11. **Appointment of Governors with Special Responsibilities**

Governors noted the following suggested link governor roles: Child Protection/Safeguarding, Inclusion (Special Education Needs and Disability, Pupil Premium, More Able, Behaviour), Premises, Health & Safety, Children Looked After, Subject/Curriculum leads, Training and Development, Data analysis/Attainment and Progress, Finance, HR, Mental health and Wellbeing, and RSE/RE Governor.

**Action:** MB to review and propose suggested governor roles

## 12. **Committee Terms of Reference and Membership**

Governors **agreed** the Terms of Reference of Committees, subject to any comments by the Committees.

The membership of the ACPCC was agreed as follows: Tanya Jones, Edison David, Bisma Jones, and Gay Wenban-Smith.

The membership of the Resources Committee was agreed as follows: Mansha Arora, Rob Lowerson, Oliver Butcher, Edison David, and Matthew Bryant

### 13. Executive Headteacher's Report

ED presented the Headteacher Report, and the following key points were highlighted:

- **Headline Figures.** The EYFS data showed that 75% of children achieved a good level of development, compared to the national figure of 65%. This reflected the priority of the Senior Leadership and work of the EYFS teams. The Year 1 Phonics Screening Check was 95%, compared to 82% national.
- The KS1 teacher assessed Reading, Writing Maths combined score was 53%. For Reading, the school was 8% lower than national average (59% compared to 67%), the results for Writing was 59% (compared to 58% national average) and Maths was 3% above national. The progress measure for this data was strong.
- The KS2 (Year 6) SATs result data had been externally marked, and overall reflected the disruption caused by the pandemic. The Reading Writing Maths combined score was 10% (3 pupils) lower than national average. Reading was broadly in line with national (2% lower) and Writing was higher than national average by 8%. However, Maths was 12% lower (4 pupils) than national average.
- The school was addressing the gaps in Maths and the School Improvement Lead had taken over the leadership of Maths.
- Governors noted that the SATs data would not be published this year.

A **governor asked** how many pupils had Special Education Needs (SEN), and ED replied that this was currently 20% of pupils.

- **SIP End of Year Evaluation.** The final evaluations for objectives for 2021/2022 were reviewed.
  - Objective 1.** Governors recognised the excellent work of staff in the Phonics Screening Check results.
  - Objective 2.** The comparative performance of the Pupil Premium and Non-Pupil Premium pupils was noted. **A governor asked** about the higher data for Reading and Writing compared to Maths, and ED replied that it had been easier to address pupil gaps in Writing and Reading compared to Maths. **A governor asked** about intervention for cohorts of children not meeting targets, and ED confirmed that pupils were given additional support for specific subjects.
  - Objective 3.** Monitoring indicated that pupils were developing detailed knowledge and skills across the curriculum.
  - Objective 4.** Subject leaders had worked with Specialists to strengthen subject leadership.
  - Objective 5.** The school had strong attendance figures for 2021/22. **A governor asked** about attendance this year, and ED replied that this continued to be strong. **A governor asked** about learning resources used and ED replied that for Phonics the school used the Read Write Think scheme, for Maths the White Rose scheme, and for other subjects the school had developed a bespoke curriculum. For interventions, Power Maths and Lightning Squads (reading) were also used.

Following **governor questions**, ED confirmed that the school budgeted for these resource costs and the school also used volunteer readers.

- **2022/23 School Improvement Plan.** The indicators on the opening page showed the decline in the roll over the past five years (reflecting the Borough wide reduction). The school was expecting an increase in pupil numbers following the good Ofsted inspection, and several Open Days were planned. The key Ofsted actions from the last report and the key performance indicators for the next three years were outlined. A **governor ask** why EHCP pupils were not included, and ED replied that a child with an EHCP/SEN was not a reason why that pupil could not achieve the expected standard. The objectives outlined in the SIP were reviewed and governors noted the specific actions for each objective, the budget implications, and how each objective would be monitored and achieved. Updates would be presented to the Full Governing Board meetings in the Spring and Summer.
- **2022/23 Predictions.** The projections for 2022/23 were noted; the EYFS children were currently being baseline assessed. ED informed governors that interventions were in place to provide additional support to pupils, for example, extending the school day.
- **Organisational Structure.** The staffing structure from September 2022 was received. A **governor asked** about the Year 5 Academic Mentor and ED replied that this role was different to a Teaching Assistant and reflected the specific needs of some pupils. There were currently two Early Career Teachers (ECTs) in school. A **governor asked** when the census was taken, and ED replied that this was completed in October 2022.

A **governor asked** about the extension to the school day and ED replied that this was covered by existing teachers, and some costs were funded by the national tutoring programme. A **governor asked** when teachers starting at 8am finished school, and ED confirmed that these teachers did not tutor after school; after-school tutoring was voluntary.

#### 14. **Safeguarding, Safer Recruitment and Staffing**

MBr informed governors that the KCSiE document had been updated, and all governors must confirm that they have read the document. Governor training would be organised as soon as possible.

#### 15. **Policies**

- **Best Value Statement**
- **Lettings Policy.** The prices outlined in the lettings policy had been increased to reflect increased energy costs.
- **Scheme of Delegation**
- **Safeguarding and Child Protection Policy.** This had been updated to reflect changes and was the Lambeth template.
- **Internal Scheme of Delegation**
- **Finance Regulations**

Governors **approved** the above policies, subject to any comments sent to the School Business Manager by 29 September 2022.

**16. Annual Governance Statement (2021/22)**

MB reported that the statement was being prepared and would be presented to the next FGB meeting for approval. A **governor asked** about the purpose of the report, and MB replied that this was a recommended report for maintained schools and would be published on the website.

**17. Training & Development Plan**

The training & development plan would be presented to the next FGB meeting.

**18. Lambeth Governors' Forum Subscription (2022/23)**

Governors **approved** the £50 subscription to the Lambeth Governors' Forum.

**19. Any Other Business**

A **governor asked** about the Lambeth Local Authority pupil roll numbers and ED reported that a consultation paper was expected to be published in November, and discussions were currently taking place with schools in the Authority.

A **governor asked** about the site sharing with Iqra. ED reported that operationally the sharing was working well, and there was no impact on pupils. However, there were some outstanding administration issues, particularly regarding the EYFS toilet facilities. The LA were aware of the issues, and a meeting was scheduled.

There was no other business.


**20. Confidential Matters**

There were no confidential matters.

**21. Date of Next Meeting**

Full Governing Board Meeting: Tuesday, 6 December 2022 at 6pm at school

Chair



Date

12/12/22

## Action Report

|                       | Action   | Lead   | Update       |
|-----------------------|--|--------|--------------|
| <b>September 2022</b> |  |        |              |
| 7                     | To arrange governor KCSiE training   | AS/MBr |              |
| 8                     | To identify potential governors for the existing staff, parent, and co-opted vacancies | ED     |              |
| 11                    | To review and propose suggested governor roles   | MB     |              |
| <b>July 2022</b>      |  |        |              |
| 9                     | To contact ED to discuss how to further publicise the Ofsted report                    | AS     | Outstanding. |