



PART A

Kings Avenue School

Minutes of the Full Governing Body Meeting of Kings Avenue School held at School on Monday, 27 September 2021 at 6.00pm

Members present:

Mr Matthew Bryant (MB)	Co-opted Governor (Chair)
Mr Edison David (ED)	Executive Headteacher
Mrs Tanya Jonas (TJ)	Co-opted Governor (Vice Chair)
Ms Gay Wenban-Smith (GW)	Co-opted Governor
Ms Bisma Jones (BJ)	Parent governor
Mr Alan Sendorek (AS)	Co-opted Governor

In attendance:

Ms Mel Brown (MBr)	Clerk
Ms Joy Carke (JC)	Head of School
Ms Rebecca Stephenson (RS)	Assistant Headteacher

1. Welcome, Introduction, Apologies for Absence and Attendance

MBr welcomed everyone to the meeting and Edison David, the new Executive Headteacher, introduced himself and provided some background information. Governors introduced themselves.

Tom Berry and Oliver Butcher had sent apologies.

2. Quorum

The meeting was quorate with most governors present.

3. Declaration of Interest / Register of Business Interest

There were no declarations of Interest. The Clerk asked governors to complete and return the declarations of interest and qualification form.

4. Election of Chair

Matthew Bryant was nominated, seconded and duly elected as Chair for this academic year.

MB chaired the meeting from this point.

5. Election of Vice Chair

Tanya Jonas was nominated, seconded as Vice-Chair for this academic year.

6. Minutes

The minutes of the meetings held on 17 May 2021, 14 June 2021 and 21 June 2021 were **approved** as accurate records and signed by the Chair, subject to the following amendments:

- The action point on the bottom of page 4 of the minutes dated 14 June 2021.
- Adding the names Jo Sullivan-Lyons, Peter Compton, and Linda Poole to the attendance of Part B of the minutes dated 14 June 2021.

- Page 2 of the minutes dated 21 June 2021 'Feedback on Ofsted response concerning the on-going deficit' to read "A governor shared that they had spoken with the CEO at Henry Cavendish Primary School".
- Removing how each governor voted in section 5 of the minutes dated 21 June 2021 and only showing the number results, and to mark this discussion confidential under part B.

Action: MBr to revise the minutes.

7. Matters Arising / Actions

MBr had circulated the London Governor newsletter to all governors and the other action items were included on the agenda.

All items from the meeting on 14 June 2021 were actioned.

8. Governing Board Constitution and Membership

MB updated governors on membership as follows:

- Rodney Lenthall had resigned from the Governing Board and a letter of thanks had been sent. There was now an LA vacancy.
- There was a vacancy for staff governor as David Ritchie had left the school.
- MB had not been able to contact Christian Adebisi. MBr confirmed that Mr Adebisi had not attended any meeting over the last 12 months and a parent election would be arranged if contact cannot be made.
- There was a Co-opted Governor vacancy.

MB explained the process for appointing an LA governor, and governors discussed the possible options, including holding interviews.

Action: MB to identify possible governor candidates for the LA and Co-opted governor vacancies and circulate information to governors.

MB informed governors that Mr Ritchie had recently contacted him with the possibility of continuing membership of the governing body as a co-opted governor. Governors discussed this proposal and **agreed** not to accept Mr Ritchie's offer due to an inherent conflicts of interests. MB would inform Mr Ritchie of this decision.

9. Chair's Action

There had been on-going discussions with Iqra VA Primary School and this would be discussed later in the meeting.

10. Governing Body Administration and Standing Orders

- Governors **approved** the Code of Conduct.
- MBr asked governors to complete and return the Declarations of Interest and Disqualification Declaration forms.
- Governors **approved** the Standing Orders.

11. Appointment of Governors with Special Responsibilities

MBr informed governors that individual responsibilities were usually based on the areas identified as benefitting from additional support. Governors **agreed** the following link governors:

Name	Governor Type	Roles	Curriculum Subject
Mr Christian Adebisi	Parent governor		
Mr Tom Berry	Co-opted governor	Safeguarding (Including Looked After Children) Health & Safety and Premises	Computing
Mr Matthew Bryant	Co-opted governor	SEND	English
Mr Oliver Butcher	Co-opted governor	Governor Training and Development	Music, Art, and DT
Ms Joy Clarke	Head of School		
Edison David	Head teacher		
Mr Kit Gunasekera	Additional Governor	Associate Governor	
Mrs Tanya Jonas	Co-opted governor	Quality of Education	Humanities
Ms Bisma Jones	Parent governor		RE and RSE
Mr Alan Sendorek	Co-opted governor	Pupil Premium	PE
Gay Wenban-Smith	Co-opted governor		Science

A **governor asked** about the role of Quality of Education, and ED replied that the curriculum leads support this role.

12. Committee Terms of Reference and Membership

Governors **agreed** to delegate approval of the terms of reference to each committee.

MBr asked about the Associate Governor, Mr Gunasekera, (whose term of office was four years from December 2018) who had not attended any meetings. **Action:** MB to contact Mr Gunasekera to confirm membership

Governors reviewed committee membership and **agreed** to ask OB to join the Pay Committee. **Action: MB**

Governors noted that two additional governors should join the Resources Committee.

Governors discussed the advantages and disadvantages of attending meetings in person or virtually and **agreed** that the expectation would be to attend the meeting, with the option to attend virtually. Governors must inform MBr if they would be attending virtually in order for the necessary technology to be put in place. MBr recommended that Full Governing Body meetings were in school with committees held virtually, and governors **agreed** to this proposal.

13. Headteacher, Appraisal and Pay Panel

MB informed governors that under the Partnership Agreement the Executive Headteacher Appraisal would be carried out by the Chairs of Governors from Kings Avenue and Granton Primary School, with input from the governing bodies as necessary. A **governor asked** if this would incur a conflict of interest between the two schools and MB confirmed that this was included in the Partnership Agreement, but would check with Peter Crompton from the LA.

14. Headteacher's Report

14.1 Self Evaluation Form (SEF)

ED referred governors to the SEF 2020-21, which had been prepared with Joy and Rebecca and referred back to the Ofsted inspection and schedule. ED highlighted the following key points:

- An overall grade has not been presented in the report.
- **Quality of Education.** The intent of the curriculum was strong, detailed, sequenced and coherent. Teaching was planned for the teachers across the school and progression was clear. Implementation covered how and what the teachers were teaching. ED had carried out monitoring and reported that teachers were following the curriculum, with an understanding of how to support pupils to remember content, although there were some areas for development. Quality of remote learning during lockdown on the whole had been covered well. A **governor asked** how the 75% participation rate compared with other schools and ED replied that there had been no national collection of data. However, the participation rate automatically did not transfer to achievement because other areas impacted achievement, particularly for disadvantaged pupils. A **governor asked** about how participation was measured, and ED replied that this was based on when pupils were logging in to remote platforms.
- **Behaviour and Attitudes.** This was a strong aspect for the school.
- **Personal Development.** The school was introducing many opportunities, for example, sports competitions were being introduced.
- **Leadership and Management.** The leadership of the quality of education and curriculum was strong, and ED highlighted areas of governance which would be reviewed.
- **Quality of Early Years.** This was strong for the school.
- Overall, the school grading was 'good', and some areas could work towards 'outstanding'.

ED reported he had observed that the children had a 'small' pupil voice and governors briefly discussed activities which could help pupils to find their voice and the possible reasons for this.

A **governor asked** about impact relating to assessment data and ED replied that external data was only used as the basis of the Ofsted inspection for further investigation.

14.2 School Improvement Plan (SIP)

ED referred governors to the five objectives outlined in the School Improvement Plan (SIP), including planned interventions and training staff to implement the Nuffield Early Language Program for EYFS pupils, the DfE funded academic mentor, and small group tuition programme for disadvantaged children. A **governor asked** about the crossover between those pupils who have fallen behind as a result of Covid and disadvantaged pupils and if funding for this intervention was paid by the Pupil Premium (PP). ED confirmed that this was not funded by PP, but was part of the DfE National Tutoring Program. A **governor asked** about the take-up for pupils identified for the small group tuition programme and ED replied that children were being identified this week.

Strengthening subject leadership had been identified in the Ofsted monitoring visit in June 2021 and would be developed this year.

14.3 Pupil Projections

Governors reviewed the pupil performance projections for 2021-22, which had been moderated by Joy, Rebecca and individual teachers. A **governor asked** about the gap between pupil premium and non-pupil premium children, and ED confirmed that this would be focussed upon.

Following a question about parental involvement to improve attendance, ED confirmed that a unified attendance message had been shared with parents. A **governor asked** when governors could visit school and ED replied that governors can visit the school at any time, and a curriculum day could be arranged for governors after half term.

A **governor asked** about pupil numbers and ED confirmed that the Reception intake was 18, with a total of 225 pupil numbers. A **governor asked** about how governors would monitor the success criteria detailed in the SIP and ED replied that evaluation of the actions would take place at the committees.

Governors thanked ED, Joy and Rebecca for their work in preparing these documents.

14.4 Structure

Governors noted that the organisational structure had been circulated.

15. **Site Sharing with Iqra VA Primary School (Iqra)**

Refer to confidential minutes – part B.

16. **Policies**

Governors **approved** the following policies:

- Safeguarding & Child Protection Policy
- Internal Scheme of Delegation
- Scheme of Delegation
- Finance Regulations
- Best Value Statement

17. **Safeguarding, Safer Recruitment and Staffing**

MBr requested that governors read the Keeping Children Safe in Education (KCSIE) document, parts one and two and confirm this on GovernorHub. ED recommended that governors should also read part five of the KCSIE document.

18. **Annual Governance Statement (2020/2021)**

MB agreed to prepare an annual governance statement for 2020/21 to be presented to the next governing body. **Action: MB**

19. **Governor Visits Schedule**

The governors noted the Curriculum Day to be arranged after half term.

Governors discussed recording their monitoring visits and ED highlighted the importance of governors understanding what they were learning from their visits. Governors agreed to complete monitoring visit reports.

20. **Training and Development Plan**

Governors were asked to complete at least one item of training per term and record this on GovernorHub. **Action: Governors to update GovernorHub by the end of October**

21. **Lambeth Governors' Forum Subscription 2021/22**

Governors **agreed** to continue to be members of the Lambeth Governors' forum.

22. **2021/22 Meeting Schedule**

Governors **agreed** the meeting schedule previously circulated.

23. **Any Other Business**

There was no other business.

24. Confidential Matters

Refer to Confidential Minutes – Part B.

25. Meeting Evaluation (against Vision and Values)

This item was not considered.

26. Date of Next Meetings

- Pay Committee – 18 October at 6pm via Zoom
- ACPCC – 15 November at 6pm via Zoom
- Resources – 15 November at 7.30pm via Zoom
- Governing Body – 6 December at 6pm, at school

Chair  Date 6/12/21