



**Kings Avenue School**

**Minutes of the Full Governing Body Meeting of Kings Avenue School  
held virtually on Monday, 6 December 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
Mr Tom Berry (TB)	Co-opted Governor
Mr Oliver Butcher (OB)	Co-opted Governor

**In attendance:**

Ms Mel Brown (MBr)	Clerk
Ms Mary Holland (MH)	Year 1 Class Teacher/ Art & DT Lead (until agenda item 5)
Ms Rebecca Stephenson	School Improvement Lead
Ms Joy Clarke	Head of School

**1. Welcome, Introduction, Apologies for Absence and Attendance**

MB welcomed everyone to the meeting and there were no apologies for absence.

**2. Quorum**

The meeting was quorate.

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

There were no declarations of Interest.

**4. Subject Leader Presentation**

ED introduced MH and governors introduced themselves.

ED explained that Art/DT had been identified at the April monitoring inspection as being an area for further development and MH had been working on the content of the curriculum and training teachers in this area. MH explained the recent changes and highlighted the following points:

- The school had purchased the Toolkit called Kapow, which was a scheme of work allowing all lessons to be individually planned and linked to the national curriculum and enabled the school to highlight progression across all year groups. This scheme had been introduced during the Summer term alongside the original scheme of work developed by the school. The transition to this more formal scheme with defined outcomes was successful and Kapow was fully implemented from Autumn 1.
- There were three topics for both art and DT across the academic year and Autumn 1 had focused on drawing. Each year builds on the skills of the previous year and Kapow offered an assessment tool for each year.
- MH had monitored the introduction of Kapow, and this term had chosen the topics for teachers to demonstrate a clear progression of skills and understanding.

A **governor asked** if there had been feedback from teachers and MH replied that teachers were enthusiastic and positive about the toolkit. ED added that resources and information had been provided for teachers and MH had provided clarity at the point of teaching.

Following a **governor question**, it was confirmed that OB was the link governor for Art/DT. A **governor requested** details of the topics to be covered throughout the year and MH confirmed that the topics had been planned and would be forwarded to governors. ED reminded governors that the curriculum was published in detail on the website.

A **governor asked** if the pupils had noted any difference following the introduction of Kapow and MH replied that children were enjoying interactive videos, work, and the hands-on approach.

A **governor asked** if the school had sufficient resources and MH replied that, where necessary, resources had been purchased.

*MH left the meeting at this point*

## 5. Minutes

The minutes of the meeting held on 27 September 2021 were **approved** as an accurate record, subject to the following amendments:

- Anupa Shah was in attendance for both parts of the meeting.
- With reference to item 14.3, a **governor asked** for clarification about pupil numbers and ED confirmed that as of 27 September 2021 there were 187 pupils, and the minutes would be amended accordingly.

**Action:** MBr to update and circulate the minutes.

## 6. Matters Arising / Actions

- With reference to item 12, MB reported that Mr Gunasekera had been contacted and he was awaiting a response.
- With reference to item 18 to prepare the annual governance statement, MB reported that this was outstanding but would be circulated to governors by the end of the term for comment.
- Items 6 (to revise and circulate the minutes) and 12 (OB to join the Pay Committee) had been completed.

All other actions were included on the agenda.

## 7. Governing Board Business

MB informed governors that there were two co-opted governor vacancies, one staff governor vacancy and one parent governor vacancy. There were three potential candidates for the co-opted governor vacancies and MB was considering the skills audit, diversity, and financial experience prior to appointment. MB had invited the potential governors to visit the school, would circulate background information to governors, and invite potential governors to the next meeting.

ED reported that the parent governor elections would be held in the New Year and he was continuing to work with staff to elect a staff governor.

## 8. Chair's Action

There was no Chair's Action to report.

## 9. Committee Reports

**ACPPC.** TB reported that the Committee had reviewed data and pupil premium and had noted high attendance and punctuality.

**Resources.** OB reported that the Committee had reviewed the March 2022 forecast and informed governors that the deficit was improving. Policies were reviewed, and a health and safety monitoring visit would be arranged. A **governor asked** about the governor curriculum day and MB replied that this would be discussed later in the meeting (item 13).

**Pay.** MB reported that the Committee had been held and had updated terms of reference, reviewed the pay policy, and approved teaching staff pay recommendations presented by ED. MB reported that the Committee had noted that spend on teaching salaries was lower than other schools and this would be reviewed in the future.

## 10. Headteacher's Report

ED presented the HT Report and explained the context of the data and that benchmarking was provided against similar schools, the LA, and National averages. The following key points were highlighted:

- There were currently 196 pupils against a capacity of 240 pupils.
- The percentages of Ever6 (63.8%) and Free School Meals (FSM) (60.2%) pupils were higher than the other comparators.
- The number of SEN (EHCP) pupils was double the national average and SEN Other pupils were higher than all comparators.
- The Single Central Record had been checked in May 2021 and due for review.
- Since the previous report, a safeguarding incident had been reported directly to Ofsted, and this would be considered at the next Ofsted inspection.
- There had not been a Parent Survey or Learner Survey in the last 12 months, and these would be carried out as soon as possible.
- There had not been a staff wellbeing review in the last 12 months, but staff workload had been reviewed.
- Staff Absence related to the previous academic year.
- The school had expensive teachers compared to similar schools and LA average. The Pupil Teacher Ratio and FTE teachers reflected the school not being at full capacity.
- The absence rate related to the previous year and the ED reported that this would be reviewed, updated, and circulated to governors.
- A Learner voice survey had not been completed in the last 12 months and would be carried out as soon as possible.
- There had been one fixed term and two permanent exclusions, six physical interventions, one race/hate incident and no bullying incidents recorded. The school was now using CPOMS which would allow for up-to-date information.
- School trips since September 2021 and extra-curriculum activities were noted.

- One learning walk had been completed with lesson observations and a further walk was planned during Spring 1. The findings of the lesson visits were noted, and the areas for the governors to consider included the strategies to check the quality of education, review the school curriculum and understand the assessment principle, cycle, validity, and reliability.

It was confirmed that MB was the Safeguarding Governor and SEND Governor, and AS was the Pupil Premium Governor, and the report would be updated accordingly.

The new format of the report was welcomed by governors.

#### **Governors asked:**

- About the number of FTE Teaching Assistants and ED replied that this was data from 2019/20 prior to the restructure.
- About the timeframe of the points identified for governors to consider and ED replied that the points were important and useful but not urgent. However, the curriculum day should be carried out as soon as possible to assess the quality of education.

### **11. School Improvement Plan (SIP) Update**

ED referred to the SIP and informed governors that an update on the objectives would be provided at every Full Governing Body meeting. The tasks completed and evaluation by December 2021 were noted by governors, particularly:

- The proportion of pupils who had passed the Year 2 Phonics check was 94%.
- The tutoring programme would be extended to the Spring term.
- The Year 5 standardised writing outcome showed that pupils overall were two months ahead of the national average, with no difference internally between Pupil Premium (PP) and non-PP children.
- The English and Maths Subject leaders were working with literary and maths specialists respectively.
- The whole school was learning science every Wednesday supported by a Specialist Leader in Education.

A **governor requested** that Subject Leader (SL) governors were made aware of the SLs in school and ED agreed to circulate a list to governors.

A **governor asked** about Year 3 writing data and the difference between PP and non-PP children. ED confirmed that there was no gap between the PP and non-PP children for this specific exercise. The 2019 KS2 data for writing was low compared with national average, but the current Year 3 data showed that there was no difference between the school and national data.

A **governor asked** about the Lambeth school profile and ED reported that the school did not subscribe to this. A **governor asked** how Ofsted would gather data about the school, and ED replied that inspectors cannot accept or ask for data, but they would ask about what the children have been taught and how well they had learnt the curriculum.

### **12. Site Sharing with Iqra VA Primary School (Iqra)**

MB provided governors with a verbal update and informed governors that the move-in date had been changed from 1 January 2022 to 1 April 2022 and financially this meant the school had three months less rental income. MB reported that this would be a formal lease, which would clearly set out the basis of sharing costs, for a period up to 10 years, a minimum of 2 years, and then rolling six months' notice.

ED reported that a meeting had taken place with the LA and the heads of terms were almost agreed and the costs would be in proportion to the size of the space lqra occupied. The school was being prepared for the move and visits from the lqra IT technician and HT had taken place.

Governors discussed how to inform staff and parents/carers. It was anticipated that the lease terms would be agreed prior to Christmas and staff and parents/carers would be informed in the New Year.

### 13. Governor Visits

There had been no governor visits since the previous meeting.

ED suggested the following possible dates for the curriculum day: 18 January, 20 January, 24 January 2022. **Action:** MBr to send a doodle poll to governors with a view to arranging a date for the curriculum day

### 14. Training and Development

Governors were referred to the training plan report. OB reminded governors that each governor was expected to complete two training courses per year.

A governor reported that there was governor training at Lambeth on Tuesday 7 December 6.30pm.

**Action:** Governors to update their training log on GovernorHub

**Action:** A skills audit to be completed in the New Year

**Action:** Chair to discuss with OB to review future governor training requirements

### 15. Any Other Business

A governor highlighted their concern of the need for further preparation for the pending Ofsted inspection. ED replied that due to Covid this feeling was echoed around the country by many governors and reflected the limitations for governors being able to visit schools. ED added that inspectors have to give allowances for governors as monitoring activities could not take place and governors could explain that SLs had been invited to meetings to provide additional information.

Governors were invited to carry out monitoring visits on 24 January 2022.

### 16. Confidential Matters

Refer to Confidential Minutes – Part B.

### 17. Date of Next Meetings

- ACPCC, 24 January 2022
- Resources, 24 January 2022
- Full Governing Body meeting, 7 March 2022

The Chair thanked governors and wished everyone a Happy Christmas.

Chair \_\_\_\_\_ Date \_\_\_\_\_