

**Our Vision:**  
*Achievement, Wellbeing, Communication and Independence.*

**Our Engagement Values:** *Exploration, Realisation,  
Anticipation, Persistence, and Initiation*



**MINUTES**  
**ADDINGTON VALLEY ACADEMY LOCAL GOVERNING BODY MEETING**  
**WEDNESDAY 1 DECEMBER 2021 AT 5 PM**  
**HELD VIRTUALLY**

**Present:** Lucy Davey, Chair (LD)  
John Reilly, Principal (JR)  
Jordana Berk (JB)  
Kemi Arogundade (KA)  
Will Scott (WS)  
Janet Sherborne (JS)

**In attendance:** Joe Shepherd, Vice-Principal, Secondary (JSh)  
Anna Huzzey, Vice-Principal, Primary (AH)  
Marta Nobre, Staff Governor Designate (MN)  
Kelly Collett, Clerk (KC)

**GQ:** Governor Question

**GC:** Governor Comment

**1 WELCOME AND INTRODUCTIONS**

LD welcomed all present to the meeting, particularly Marta Nobre, who has volunteered to join the LGB as Staff Governor.

**2 APOLOGIES FOR ABSENCE**

Apologies were received from Brenda Scott.

**3 DECLARATIONS OF INTEREST**

No declarations were made.

The clerk undertook to contact those Governors who had not completed their annual return.

**4 SKILLS AUDIT**

The clerk undertook to contact those Governors who had not completed their annual return.

**5 CONSTITUTION AND APPOINTMENTS**

- i Governors recommended the appointment of Lucy Davey as Chair of the LGB for the academic year 2021-22.
- ii Governors recommended the appointment of Kemi Arogundade as Vice Chair of the LGB for the academic year 2021-22.
- iii Governors recommended the appointment of Marta Nobre as Staff Governor.

## 6 MINUTES OF LAST MEETING

Governors approved the minutes of the meeting held on 30 June 2021.

## 7 MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA

- i The clerk confirmed that template parent and staff governor application documents were supplied to the school. Parent governor recruitment will commence in the Spring Term, with these vacancies hopefully being filled by March 2022. **ACTION**
- ii A letter of thanks will be sent to staff from the LGB. LD to create letter. **ACTION**

## 8 FINANCE AND FUNDING

Governors received the accounts ahead of the meeting. KA presented the following to governors:

### Final Budget 2020-2021

- KA and Brenda Scott met on 15<sup>th</sup> November 2021.
- Since AVA's opening in September 2020, Brenda continues to support the school. As a result, robust finance systems are in place.
- The school ended the financial year with an operating surplus of £117k (£79k was originally budgeted)
- Extra funding was received for children with more complex needs, contributing to the year-end surplus, which then funded the additional staffing costs.
- There have been forecasting difficulties due to a lack of historic funding data. The school therefore benchmarks internally. The school will grow significantly over the next few years therefore will need to plan their budget accordingly.
- With 57 parental choice applications received for the Year 7 intake in September 2022 intake so far, there are no concerns about filling pupil places.

### September Management Accounts

- The number on roll has increased from 71 to 77 children since September 2021. This should grow to 80 in the coming months.

### Management Accounts (Period 1)

KA advised governors of the following:

- The number on roll has increased from 71 to 77.
- The school expect this number to grow to 80 in coming months.
- There are ongoing discussions with the LA regarding band funding and what percentages of students will be funded at the Band C rate (£18k) and the number that will be funded at the Band D rate (£28k).
- There is a national increase in energy costs that will influence the school budget, however they are monitoring this closely.
- Trust wide catering and cleaning contract tenders are underway.
- There are no bids available to the school for 2021-2022 for building maintenance due to it being such a new building.

### Governor Questions/Comments

GQ: Will existing students be moved to the banded funding model? JR explained that all students would be.

GQ: How many places do we have available for September 2022 Year 7? JR advised there are 10 places and they have had in the region of 70 applications, which he expects to rise further.

GQ: Were we successful in securing funding for the playground? JR advised that the school were successful, and AVA had secured £24k for the playground. The school are also interested in developing Forest School and Farm ideas. They will look at alternative funding options for these ideas.

## **9A PRINCIPAL'S REPORT**

At the invitation of the Chair, the Principal presented his report and associated documents which had been circulated prior to the meeting.

JR advised governors verbally of the following:

- The school has a staff team of over 50 now, and they have all settled in well.
- The school had a three-week period of high quality CPD for all staff in September 2021.
- The Leadership Team are very aware of the high number of new staff that have started this academic year.
- Students have transitioned and settled well, with just a few that are struggling. These students are being supported fully.
- Visitors to the school comment on what a happy and positive place it is.
- A new promotional video has been made of the school and placed on the website. (Governors viewed the video)
- The new Minister of Education made a visit to the school.
- The Teacher Evaluation Schedule has been launched and so far, 12 evaluations have been completed. Learning walks have been completed for all staff. Most of the lesson observations were graded at 'Good'.
- The SLT are in talks with teachers regarding how well they know and understand their cohorts, and lesson plans will be looked in detail to ensure the teachers are meeting all the students' individual needs.
- Recruitment has proved difficult, however the school plan for all full-time staff vacancies to be filled by Spring 1.
- The school has made links with Sherwood Hill School and Dysart School to share best practice.
- All staff are safeguarding compliant and are using the new system to record safeguarding concerns effectively.
- DSLs are meeting and having supervision with the OHCAT safeguarding lead.
- Annual Reviews are planned and booked for Spring 1, Spring 2, and Summer 1.
- Very high looking recorded low levels of behaviour, partly due to launching a new meticulous behaviour policy. 5 students comprise 98% of all high- and low-level behaviours reported. Each has an enhanced student support plan.
- The school held two parent workshops for supporting children with autism. These were very well received. The parents enjoyed being able to engage with other parents who were having similar difficulties.

- Kate Thomson from Carew Academy has joined AVA as the schools PE lead.

### **Governor Questions/Comments**

Governors asked about the DET programme. JR explained this programme to governors.

GC: It is good to know that the school are supporting staff that need help to meet the objectives of the school.

GC: It is good that the school are capturing a full picture of behaviour within the school. JR explained that it is important to keep full and accurate records as these can be used for evidence should additional resourcing be required.

LD expressed that she felt the school was in such a positive place and that this is a testament to the principal and his staff about how passionate they all are about the school and the children. JR advised that he already feels that the school is established.

Jordana Berk left the meeting at 17.49pm

### **9B SCHOOL IMPROVEMENT PLAN (SIP)**

Governors received the SIP ahead of the meeting. Governors deferred consideration of the SIP in full detail until the January meeting. **ACTION**

### **9C CPD QUESTIONNAIRE FEEDBACK**

The CPD survey report was circulated to governors prior to the meeting outlining what staff felt about the schools CPD offer. The governors felt the report was very positive.

### **10 DASHBOARD**

Governors received the dashboard ahead of the meeting.

### **11 GOVERNOR VISITS, DEVELOPMENT AND TRAINING**

#### **A PORTFOLIO REPORTS**

**Governors received the following portfolio reports ahead of the meeting:**

- i Ethos, Vision and Strategy
- ii Teaching and Learning
- iii Health and Safety, Child Protection and Safeguarding
- iv Finance and resources

**The following portfolio visit will be conducted in the new year.**

- v HR and Organisational Development **ACTION**

#### **B OTHER VISIT REPORTS**

None.

#### **C TRAINING AND DEVELOPMENT**

The following governors advised that they had completed their annual Safeguarding training:

Lucy Davey  
Jordana Berk

Kemi Arogundade  
Janet Sherborne  
Marta Nobre.

**12 PAY COMMITTEE**

LD confirmed that the Pay Committee met on 18 November 2021 and scrutinised the Principal's recommendations for teacher pay. She noted their confidence that the process had been robust and conducted in accordance with relevant policy and procedure.

**13 POLICIES AND PROCEDURES**

Governors noted the policies and procedures approved by the OHC&AT Board at their meeting on 2 July 2021 which are all available on [GovernorHub](#).

**14 KEEPING CHILDREN SAFE IN EDUCATION SEPTEMBER 2021**

Governors noted the updates to KCSIE and subsequent amendments to OHC&AT policies and procedures, all of which are available on [GovernorHub](#).

**15 ACADEMY TRUST HANDBOOK**

Governors noted the updates to the Academy Trust Handbook which is available on [GovernorHub](#).

**16 ANY OTHER BUSINESS**

SEF to be reviewed at the 26 January 2022 meeting. **ACTION**

JR reiterated to governors the importance of Staff Wellbeing. JR suggested an idea of Marta Nobre taking on the role of being 'Staff Wellbeing' governor and having this as her portfolio. MN could then attend the staff wellbeing group that is currently being set up at AVA. Governors were in full support of this. **ACTION**

**17 DATES OF FUTURE MEETINGS**

- i Informal meetings in 21-22:  
26 January 2022. SEF/SIP Focus.
- ii Formal meetings in 21-22:  
23 March 2022 and 29 June 2022.

**18 CONFIDENTIALITY**

No items were deemed confidential.

The meeting ended at 6.25pm.

Signed: \_\_\_\_\_ (Lucy Davey, Chair)

Date: \_\_\_\_\_

### **Summary of Actions**

<b>JR</b>	To organise Parent governor elections.
<b>LD</b>	Letter of thanks from governors to staff.
<b>CLERK/JR</b>	SIP/SEF to be reviewed at 26 <sup>th</sup> Jan 2022 meeting.
<b>WS</b>	HR Portfolio meeting to be completed next term.
<b>MN/CLERK</b>	Staff Wellbeing governor portfolio to be created.