

Our Vision:

Achievement, Wellbeing, Communication and Independence.

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



**MINUTES OF ADDINGTON VALLEY ACADEMY LOCAL GOVERNING BODY (LGB) MEETING ON
WEDNESDAY 29 JUNE 2022 @ 4.00PM**

Governors present:

Lucy Davey, Chair (LD)
John Reilly, Principal (JR)
Kemi Arogundade (KA)
Janet Sherborne (JS)
Sarah Goldsmith (SG)
Amy Wood (AW)

Also present:

Anna Huzzey, Vice-Principal, Primary (AH)
Kelly Collett (Clerk)

1	WELCOME AND INTRODUCTIONS	
	LD welcomed everyone to the meeting.	
2	APOLOGIES FOR ABSENCE	
	Apologies were received from Marta Nobre and Jordanna Berk. Will Scott was absent from the meeting.	
3	DECLARATIONS OF INTEREST	
	None declared.	
4	CONSTITUTION AND APPOINTMENTS	
	i	Governors recommended that the Board of Trustees appoint Sarah Goldsmith as parent governor for a three-year term commencing 1 July 2022.
	ii	Governors recommended that the Board of Trustees appoint Sarah Goldsmith as a governor for a three-year term commencing 1 July 2022.
	iii	Governors noted that Marta Nobre will be leaving the school at the end of the summer term 2022. Staff governor vacancy to be advertised in September 2022.
5	MINUTES OF THE LAST MEETING	
	Governors approved the minutes of the meeting held on 23 March 2022.	
6	MATTERS ARISING	
	None.	
7	FINANCE AND FUNDING	
	i.	Management Accounts Report

		<p>Governors received the management accounts ahead of the meeting and noted the following:</p> <ul style="list-style-type: none"> • NOR currently 78. School have budgeted for 80. • Staffing costs are currently at 65% of total expenditure. • The school has a financial health grade of outstanding. • The school are forecasting to end the year with 35 days in cash. • The school plan to undertake some summer building projects. These include an integrated sensory room and altering a downstairs room into an Occupational Therapy room. • The school are also waiting for a decision regarding refurbishment of the sensory garden as it is currently not fit for purpose. This will cost approximately £30-£40k. • The total costs for the summer refurbishments are estimated to be £70k.
	ii.	<p>Draft Budget 2022-23</p> <p>The draft budget was not received ahead of the meeting and no management accountant attended the meeting, so the governors were unable to discuss/scrutinise the budget.</p>
8	a	<p>PRINCIPAL'S REPORT</p> <p>At the invitation of the Chair, the Principal presented his report and associated documents which were circulated prior to the meeting. Matters discussed are detailed below:</p> <ul style="list-style-type: none"> • The school have faced challenges regarding the amount of funding per child that has been received from the local authority. • The school are conducting 10 consultations for every school place. • The school will increase to 120 pupils in September 2022, which will be at capacity, despite the need to for places, no further children can be admitted. • 60% of the pupils are non-verbal so the school are constantly investigating and identifying ways to enable children to communicate how they are feeling. • The school have budgeted for two Occupational therapists for 2022-2023. However, unfortunately there have been no applicants. The school are investigating alternative options for OT support, and this is proving to be a challenge, particularly as so many children's EHCPs include OT provision. • OHCAT agreed a new management structure for the school which includes two Assistant principals and four phase leaders. Recruitment is also underway for unqualified teachers and teaching assistants. • The children joining the school in September 2022 will have a two-week delayed start to enable training for new staff. • TES is being implemented in the summer term. Lesson observations and progress reviews are being completed. • Annual Reviews have been completed by SLT for half the school. These have also been extremely positive, and parents have praised the school. • The Mock OFSTED inspection that will be conducted by David Scott has been deferred until Autumn term 2022.

- The school won national "School Building Award" at The Education Business Awards in London.
- Outdoor learning continues to develop with Cycling, Swimming and Cricket.
- Canine Therapy continues and will increase next year, covered through funds obtained through National Tutoring Programme.
- Jubilee Celebrations were a huge success and very well attended.
- Summer trips to the local community are planned to include a local farm trip and trips to local parks.
- A Family Support Worker is being recruited for September
- Outdoor learning needs to be extended, planned and resourced and the purchase of new minibus is vital.
- The school have had the Arbor MIS software installed.
- The school want to develop parental engagement further through workshops, attendance monitoring and Early Help services. The school would like to ensure new parents are engaged with EFL and have access training.
- The school have appointed a new sixth-form leader who will join the school in September 2022. The school would like to expand their sixth form provision in the future.

The governors also received the Vice-Principals report ahead of the meeting. The report set out how the long-term outcomes of the pupils EHCPs are broken down into short term targets with all the lessons and activities that support each pupil's progress towards their short-term targets. The Equals curriculum provides the school with the vehicle in which to drive this progress, and also the breadth of study the students require. The report also contained data headlines for the governors. AH advised governors that the school will be moderating externally next year with Dysart and Sherwood schools. Governors requested that future data be more detailed. AH will investigate and feedback what further detail can be added. **ACTION**

Governors Questions/Comments

GQ: Are there any other Occupational Therapists in the Trust than can be used, or can training be provided in house to some current staff?

AH: We have looked into this. However, it is a long training course to become a qualified OT and our need is immediate.

JR: Many other schools are also struggling with OT support and those that have it are usually at maximum capacity.

GC: The data seems to evidence that everything in place is having an impact.

JR: A lot of work has been done in two terms to put a curriculum and assessment model in place. There is still work to be done, but what has been done so far is very impressive. For our children, the progress is much more holistic. We will not be able to present comparative data for our children. Progress for each child is very individual.

GW: If pupil numbers are increasing for September 2022, will new staff will need to be recruited?

JR: Yes, we have already done some recruitment and are in the process of interviewing over the next two weeks in order to be fully staffed for September. We require 31 new Teaching

	<p>Assistants for September 2022. Once we have finished recruiting, we will then be in a position to let parents know who their child’s teacher and teaching assistant will be.</p> <p>GQ: What is your agency staff percentage? JR: It is quite high; we do have some long-term agency staff that are now applying for permanent posts.</p> <p>OFSTED</p> <p>JR suggested that Governors should be prepared to meet Ofsted inspectors in the event of an inspection and undertook to contact David Scott in order to arrange suitable training.</p> <p>ACTION</p> <p>Health and Safety</p> <p>The Principal advised governors of the following:</p> <ul style="list-style-type: none"> • A swing and trampoline that was installed last summer was not installed properly. • An independent H&S Team have condemned all the play equipment. • This equipment is vital to the children with helping them with their regulation. • Discussions are happening with colleagues in the Trust. • At present the school can only use the company that installed the equipment to fix it as if another company is used for repairs, it will invalidate the warranty. <p>Governor Questions/Comments</p> <p>GQ: What is the interim plan for these children? JR: We have the use of an inside trampoline and small trampettes. However, the swings are something that are most needed to help the children self-regulate.</p>
b	DASHBOARD
	<p>Governors received the dashboard ahead of the meeting.</p> <p>Governor Questions/Comments</p> <p>GQ: Can you explain the drops in attendance? JR: The data is impacted by a couple of persistent absentees. We have addressed this with the families and followed up with attendance letters. In addition, three children went aboard for a long period of time due to a family bereavement. Covid is also starting to have some impact on attendance.</p>
9.	<p>PARENT SURVEY</p> <p>This is to be organised for 2022-2023.</p> <p>STAFF SURVEY</p> <p>The Principal reported that the response to the staff survey overall was positive. He advised that staff are aware they should approach a member of SLT with any suggested improvements.</p> <p>The Governors received the results and commented that they seemed very positive.</p>

10	SAFEGUARDING	
	i	Safeguarding and Wellbeing Offer Updated document to come to next LGB. ACTION
	ii	Safeguarding Audit The Principal confirmed that the safeguarding audit had been completed and that the safeguarding governor had visited the school to check the Single Central Record. Safeguarding audit to be emailed to clerk to upload to GovernorHub. ACTION
11	RSE CURRICULUM Deferred to next LGB. ACTION	
12	EQUALITY AND DIVERSITY	
	ii.	Equality Objectives and Outcomes 2021-2022 Document to come to next LGB. ACTION
	iii.	Equality Objectives and Outcomes for 2022-2023 Document to come to next LGB. ACTION
13	PORTFOLIO GOVERNOR VISITS	
	a.	Governors received the following portfolio reports: <ul style="list-style-type: none"> • Teaching and Learning • Safeguarding LD to send clerk Ethos, vision, and strategy portfolio report for uploading to GovernorHub. ACTION KA will conduct the Finance & Resources portfolio visit before the end of the summer term. ACTION AW to take over Finance portfolio from September 2022. SG agreed to take on 'Parental Engagement' portfolio. Staff wellbeing portfolio remains vacant. No portfolio report for HR and Organisational development was received.
	b.	Other visit reports None.
14	GOVERNOR TRAINING AND DEVELOPMENT	
	Governors noted that the annual Governors Conference will take place on Thursday 6 October 2022 at Sandown Racecourse.	
15	OHC&AT POLICIES AND PROCEDURES	
	Governors noted the following policies and procedures were approved by the OHC&AT Board at their meeting on 25 March 2022 and are all available on GovernorHub: <ul style="list-style-type: none"> • Gifts and Hospitality 	

	<ul style="list-style-type: none"> • Risk Management
16	ANY OTHER BUSINESS
	<p>LD advised governors that she will be stepping down as the chair at the end of the summer term. KA has agreed to take on the position of the chair.</p> <p>All governors approved the recommendation of Kemi Arogundade as Chair of the LGB for academic year 2022-2023.</p> <p>LD will remain on the governing board.</p> <p>The Vice-Chair role remains vacant.</p> <p>JR thanked LD for her help over the last two years and expressed how grateful he was for the support she had given him and the school.</p>
17	DATES OF FUTURE MEETINGS
	<p>Governors approved the LGB meeting dates for 2022-23: ·</p> <ul style="list-style-type: none"> • 30 November 2022 • A new date to be arranged for March 2023 ACTION • 28 June 2023 <p>All to start at 4pm.</p> <p>Pay Committee (KA, AW, and JR): 14th October 2022</p>
18	CONFIDENTIALITY
	See Part 2 Minutes.

Summary of Actions

8.	Data to be broken down and more detailed in next data drop.
8.	Potential training for governors from David Scott regarding Ofsted. JR
10.	Safeguarding and wellbeing offer to come to next LGB.
10.	Safeguarding Audit to be emailed to clerk to be uploaded to GovernorHub.
11.	RSE curriculum deferred to next LGB.
12.	Equality Objectives and Outcomes for 2021-22 and 2022-2023 to next LGB.
13.	LD to send Ethos, Vision, and Strategy report to Clerk.
13.	KA to conduct finance portfolio visit by end of summer term.
17.	Clerk to arrange a new March 2023 LGB date.