

**MINUTES OF ADDINGTON VALLEY ACADEMY LOCAL GOVERNING BODY (LGB)
MEETING ON WEDNESDAY, 30 NOVEMBER 2022 AT 4.00PM**

Governors present:

Kemi Arogundade, Chair (KA)
John Reilly, Principal (JR)
Lucy Davey (LD)
Sarah Goldsmith (SG)
Amy Wood (AW)
Jordanna Berk (JB)
Melissa Chami (MC)
Fadia Kabene (FK)

Also present:

Stuart Alcock, OHC&AT, Regional Finance Business Partner (SA)
Anna Huzzey, Vice-Principal, Primary (AH)
Joe Shepherd, Vice-Principal, Senior (JS)
Buki Asanbe, Clerk (BA)

GQ: Governor Question

GC: Governor Comment

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| 1 | WELCOME AND INTRODUCTIONS |
| | KA welcomed everyone and governors introduced themselves. |
| 2 | APOLOGIES FOR ABSENCE |
| | Apologies for absence were received from Janet Sherborne. Will Scott was absent from the meeting. Governors noted that there had been no contact with Will for some time and Kelly Collett has agreed to contact Will via email after the meeting. The meeting was declared quorate. |
| 3 | DECLARATIONS OF INTEREST |
| | There were no declarations of interest. Governors confirmed that they had completed their annual declarations of interest via <i>GovernorHub</i> . |
| 4 | CONSTITUTION AND APPOINTMENTS |
| i. | Governors nominated, seconded, and unanimously agreed to recommend to the OHC&AT Board the appointment of Kemi Arogundade as Chair of the LGB for 2022-23. Governors nominated, seconded, and unanimously agreed to recommend to the OHC&AT Board the appointment of Jordanna Berk as Vice Chair of the LGB for 2022-23. |
| ii. | Governors agreed to recommend that the Board of Trustees appoint Melissa Chami and Fadia Kabene as Staff Governors for a three-year term commencing 9 December 2022. |
| iii. | Governors noted the consultation of the revised OHC&AT Scheme of Delegation, and that responses were required by 22 December 2022. |

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| | iv. | Governors noted that there was currently one parent governor vacancy on the LGB. |
| 5 | MINUTES OF THE LAST MEETING | |
| | Governors approved the minutes of the meeting held on 29 June 2022. | |
| 6 | MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA | |
| | i. | <p>With reference to item 8 regarding data being broken down to provide more detail, JR reported that the new learning platform had been successfully introduced and a data information report circulated to governors.</p> <p>AH referred to the main data headlines for the summer period outlined in the report and explained that the progress expectation categories take into account the summer break and transitions. There was a small number of students with Interrupted Progress (reasons outlined in the report) and appropriate support had been put in place. Overall, the children had settled well into their new classes and had maintained or made expected progress. The data was positive, more accurate and was being used to identify necessary interventions. Governors noted that it would take several years until patterns and impact could be fully analysed and recognised the impact of the summer break and time taken for students to settle back into school.</p> |
| | ii. | <p>With reference to item 8 regarding potential Ofsted training for governors from David Scott, JR reported that, because the school was new, the Self Evaluation Form (SEF) (which outlined evidence of the school's position) had not yet been finalised. Documents had been sent to David Scott and when feedback was obtained, the SEF would be completed. JR proposed that a meeting be held in January to review the School Improvement Plan (SIP) and SEF. Governors noted that they would be invited to meet with inspectors in the event of an Ofsted inspection and training for this would be arranged. JR to confirm dates of training and meetings with governors. ACTION</p> |
| | iii. | The Safeguarding and Wellbeing Report and the Safeguarding Audit had been circulated to governors. |
| | iv | <p>With reference to item 11, the RSE curriculum was tabled and circulated to governors. JS explained the overall delivery of the RSE curriculum at each key stage and outlined the difference between the universal, specialist, and targeted offers. All students would receive the universal offer (taught daily) and the school would develop bespoke learning for each student. Governors noted that the development of the RSE curriculum would be on-going and would be adapted over the next few years to ensure the curriculum was fit for purpose. Parents would be consulted and had the right to withdraw their children. There was a discussion about how some students understand their own diagnosis and how the school should communicate with parents and provide support.</p> <p>GQ: How would the individual RSE curriculum taught to students be recorded on the evidence for learning platform and presented to parents? JS: The individual curriculum can be presented to parents but there was currently a review to provide the information in a more parent-friendly way. The curriculum should provide a framework to allow the school to appropriately record the journey of the student.</p> <p>GQ: Did the curriculum include flexibility as to when certain subjects were delivered? JS: Yes, the curriculum provided a framework and was flexible.</p> |

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| | | <p>A governor was establishing a parent group and JS welcomed any feedback from parents and offered to meet with parents to explain the curriculum.</p> <p>Governors recognised the sensitivity of RSE and the importance of consultation with parents. JS informed governors that the draft curriculum was included on the website for parent feedback.</p> |
| | v. | With reference to item 12, governors noted the Equality Objectives and Outcomes for 2021-22 and 2022-2023 had been circulated. JR stated that, due to the newness of the school, the targets were from September 2021 and would be reviewed at the end of the school year. Governors agreed to the two-year targets. |
| | vi. | Governors noted that the Ethos, Vision, and Strategy report had been forwarded to the Clerk. |
| | vii. | Governors noted that KA had not been able to complete the finance portfolio visit by the end of summer term, but a visit had taken place and would be reviewed later in the meeting. |
| | viii. | An LGB meeting date had been arranged for 23 March 2023. |
| 7 | PRINCIPAL'S REPORT | |
| | <p>The Principal referred governors to his report and associated documents which had been circulated prior to the meeting. JR highlighted that a new leadership and management structure had been introduced this year, which now included middle leaders who have provided Phase Leader Reports for governors.</p> <p>Governors reviewed the results of the Parent Satisfaction Questionnaire. Governors commented on the good response, with only 2% showing dissatisfaction. Governors noted that 21% of parents were not aware of the some of the extra support the school could offer and recognised that this could be remedied. JR reported that there had been 3 or 4 parents whose feedback had not been entirely positive. JR had met with these parents to discuss their concerns, and possible solutions, and a further meeting was planned in six weeks' time to review any changes introduced. Parental concerns had been around expectations and aspirations, and JR reported that one class had been disproportionately affected by staff turnover. There had also been comments about OT support, and JR reported that the school continued to advertise for this vacancy with no success. Governors welcomed the actions of the Principal, which were to help and support each child and work together with parents.</p> <p>GQ: Why only 84% of parents knew the targets their child was working towards? AH: It had been planned to release the targets through the Family App, this had originally been delayed but was now completed; all parents with the App had access to the targets. A small group of new parents did not yet have the App, but this would be remedied shortly.</p> <p>Governors noted the 100% satisfaction responses which included: staff listened to comments, children were generally happy at school, and the school regularly kept parents informed of their child's progress. Governors noted that every parent received a weekly phone call which were classroom based.</p> <p>The Principal highlighted the following key points outlined in the Principal report:</p> <ul style="list-style-type: none"> • The EBIs from Summer 2022 had been RAG rated. | |

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| | <ul style="list-style-type: none"> • The biggest challenge since the school opened had been the increases in classes and the subsequent recruitment of staff. There was a number of Teaching Assistant vacancies, and governors noted that the quality of some candidates was poor, particularly given the specialist nature of the work at the school. This was not unique across the sector, and the level of pay was affecting recruitment nationally. The strength of the school was the commitment, care, and hard work of the staff, although improvements could be made for a small number of staff. • Teaching staff recently recruited had started well, and the teaching observations showed significant improvements. • The school had received some national interest and the sixth form was working very well. • The curriculum offered was more diverse than last year and the school had huge aspirations for the children. The school had recently launched a creative art option and had introduced an extra day per week for canine therapy. There had been investment in the OT and sensory rooms, and sensory garden. • The school would focus on Parent Voice. • The Principal recognised the hard work of the staff and a well-being plan was being prepared. Governors acknowledged the importance of staff well-being, particularly given the cost-of-living problems, as well as the demands of their job. A Staff Community group had been established in school, and it had been decided that Christmas hampers be prepared for parents and staff as needed. Governors noted that the school was currently supporting staff well-being in a number of ways and discussed possible options to provide additional support. <p>GQ: How had the students responded to the sensory garden? JR: The garden had been well received and provided a safe environment for children.</p> <p>GQ: Did the Trust offer any mental health assistance for staff? JR: The Trust provided free counselling support and wellness action plans, and the Principal, JS and Tina were mental health first aid trained. Another staff member was planning to complete the DfE mental health lead training in March.</p> <p>Governors received the Vice Principal Report, Phase Leader Reports for EYFS/KS1, KS2, KS3, and Sixth Form.</p> |
| 8 | SAFEGUARDING |
| | <p>Governors received the Safeguarding and Health & Safety Portfolio Visit Report by Janet Sherborne.</p> <p>Governors received the latest completed Safeguarding Audit.</p> |
| 9 | PUPIL PREMIUM STATEMENT |
| | <p>JR reported that the Pupil Premium Statement had not yet been completed and would be circulated to governors shortly. ACTION</p> |
| 10 | GOVERNOR VISITS, DEVELOPMENT AND TRAINING |
| | A Portfolio Management |
| | Governors received the following portfolio reports: |
| i. | Ethos, Vision, and Strategy. KA reported that a meeting had taken place with JR to discuss the vision, values, and priorities for next year, and the SEF had been considered. Discussions had also taken place on the three key |

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| | | pillars, the LGB preparations for an Ofsted inspection, the approach to teaching children with autism, and there had been a walk around school. |
| | ii. | Teaching and Learning. JB reported that a meeting had taken place with JS to review curriculum updates, particularly the reading strategy. There had been a discussion about changes in planning to allow flexibility for students, staff training was continuing, data had been reviewed and the progress made noted, although impact would not be known from a data perspective for another three years. The next meeting would focus on the reading programme, cognitive strategies for students, and an update on data. |
| | iii. | Health and Safety, Child Protection and Safeguarding. Governors received the written report submitted by Janet Sherborne. |
| | iv. | Finance and Resources. AW reported that a meeting had taken place with Sharyn Purewal and Stuart Alcock to review the finances. Governors noted that, since the meeting, the budget had been reviewed and the deficit reduced (as discussed under item 11). |
| | v. | HR and Organisational Development. There was no report. |
| | vi. | Business Development and Marketing. This was a new portfolio and JR agreed to check the details. |
| | vii. | Parent Views. The parent governor reported that a parent group was being established and different forms of communication were being developed with parents, including a Parent WhatsApp group. The Parent survey had been reviewed, particularly suggestions made by parents. GQ: Would parent views be part of the Ofsted inspection? JR: Parents were encouraged to complete the on-line Ofsted parent survey. Staff Views. The staff governors reported that staff were generally happy and acknowledged that the school was working hard to support staff. |
| | B | Other Visit Reports |
| | | There had been no other visits since the previous meeting. JR suggested that governors arrange a visit with staff as part of a Governor Visit Day; this would enable governors to see the school in action. JR agreed to arrange a date for next term. ACTION |
| | C | Governor Training and Development There had been no governor training since the previous meeting, but governors noted the training resources on the NGA website. |
| 11 | FINANCE AND FUNDING | |
| | <i>This item was discussed prior to item 10.</i> Stuart Alcock referred to the financial reports and highlighted the following: Final Accounts 2021-22. The pre-audited accounts showed an operating surplus of £175k. Any changes following the audit would be confirmed at the next meeting. Budget 2022-23. Governors noted that external factors had affected the budget and the deficit full year forecast was £32k. Funding was slightly lower than budgeted, there was an increase in staffing costs, and energy costs would be lower than budgeted. Governors noted possible future risks which included strike action and any variation to budgeted pay increases. | |

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| | <p>SA stated that, overall, the budget was in a good position and drastic changes were not required. JR reassured governors that the forecast would be carefully reviewed on a monthly basis.</p> <p>JR reported that during the Trust Principals' Away Day, the Finance Director provided a presentation on the key challenges currently being faced by schools.</p> <p>SA confirmed that the deficit of £32k did include the assumptions made, but the year-end position may change if assumptions were incorrect. Governors noted that the costs for the OT and TA vacancy roles were included in the budget.</p> <p>GQ: What was known about the additional school funding announced in the budget? SA: The additional funding announced in the budget was welcomed, but it was not yet known how this funding would be devolved to schools.</p> <p>Management Accounts report. Governors received the Management Accounts Report for September 2022.</p> |
| 12 | PAY COMMITTEE RECOMMENDATIONS |
| | Governors noted that the Pay Committee had met on 14 October 2022 and had approved the recommendations of the eligible teaching staff. |
| 13 | POLICIES AND PROCEDURES |
| | <p>Governors noted the approval by the OHC&AT Board of the following policies which had been uploaded to <i>GovernorHub</i>:</p> <ul style="list-style-type: none"> • Appraisal Procedure • Equality, Diversity & Inclusion Policy • Freedom of Information Policy • Pay Policy • Supporting Students with Medical Conditions in Education Policy • Whistleblowing Policy • Delegation of Duty Policy • First Aid Policy • Information Security Policy • Menopause Policy • Modern Slavery Statement • Reorganisation, Redundancy and Redeployment Procedure • Subject Access Request Policy • Student Mental Wealth, Health & Wellbeing Policy • Substance Misuse Policy • Traffic Management Policy • Vaccination Policy <p>Governors approved the RSE Curriculum.</p> |
| 14 | KEEPING CHILDREN SAFE IN EDUCATION SEPTEMBER 2022 |
| | Governors noted that 'Keeping Children Safe in Education' document (available on GovernorHub) had been updated with effect from September 2022. Governors noted that they should confirm they had read the document via their declarations tab on their profile page on <i>GovernorHub</i> . ACTION |
| 15 | ACADEMY TRUST HANDBOOK |

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| | Governors noted that the Academy Trust Handbook had been updated. |
| 16 | ANY OTHER BUSINESS |
| | There was no other business. |
| 17 | DATES OF FUTURE MEETINGS |
| | Thursday, 23 March 2023 Wednesday, 28 June 2023 Meeting dates to be confirmed for the review of SEF/SIP and for the Governor Day. |
| 18 | CONFIDENTIALITY |
| | There were no confidential items. |

Summary of Actions

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| 5ii. | JR to arrange and confirm dates of Ofsted training session and meeting with governors to review SEF/SIP. |
| 9 | Pupil Premium statement to be circulated to governors once completed. |
| 10 B | JR to arrange a Governor Visit Day for next term. |
| 14 | Governors to read the 'Keeping Children Safe in Education' document and confirm via their declarations tab on their profile page on <i>GovernorHub</i> . |