

**MINUTES OF ADDINGTON VALLEY ACADEMY GOVERNING BODY (LGB) MEETING
ON THURSDAY, 23 MARCH 2023 AT 4.00PM**

Governors present:

Kemi Arogundade, Chair (KA)
John Reilly, Principal (JR)
Sarah Goldsmith (SG)
Melissa Chami (MC)

Also present:

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

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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, Lucy Davey, Amy Wood, Jordanna Berk, and Fadia Kabene (FK) | |
| | The meeting was declared quorate. | |
| 3 | DECLARATIONS OF INTEREST | |
| | There were no declarations of interest. | |
| 4 | CONSTITUTION AND APPOINTMENTS | |
| | i. | Governors noted that there was one Local Governor and one Parent Governor vacancy and arrangements to advertise these vacancies were in hand. |
| | ii. | Governors agreed to recommend that the Board of Trustees appoint Janet Sherbourne and Lucy Davey as Governors for a three-year term commencing 24 March 2023. |
| 5 | MINUTES OF THE LAST MEETING | |
| | Governors approved the minutes of the meeting held on 30 November 2022. | |
| 6 | MATTERS ARISING | |
| | i. | With reference to item 5ii, governors noted that Ofsted had recently visited the school. |
| | ii. | With reference to item 8, JR reported that the Pupil Premium statement was now on the website. |
| | iii. | With reference to item 10b regarding the Governor Visit Day, JR reported that this had originally been planned to prepare for an Ofsted inspection but proposed that specific dates/times would be arranged for governor visits next year. |
| | iv. | With reference to item 14, KA reminded governors to read the 'Keeping Children Safe in Education' document and confirm via their declarations tab on their profile page on GovernorHub. |

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| 7a | PRINCIPAL'S REPORT |
| | <p>The principal referred governors to his report previously circulated and explained that this was being updated in response to the Ofsted inspection. JR informed governors that the Ofsted report had been strong and reflected the commitment and work of the staff team. The school would continue to strive to be outstanding.</p> <p>JR reported that pupil numbers would be increasing in September to approximately 138 pupils. JR expressed his opinion that this was the maximum number of pupils and he had discussed this with OHCAT and the Local Authority. The school was not currently in a position to introduce additional classes.</p> <p>JR outlined future development plans for the school which included a proposal to the Trust to recruit a full-time music teacher and a full-time food tech teacher. This would enable the school to provide one and half hours each of PE, food tech, art, and music which would offer a wide curriculum, creativity, and life skills for the children. The school was also looking to appoint two additional teaching and learning posts to address some Ofsted feedback for the development of reading, careers and PHSE.</p> <p>JR reported that the school was in a strong financial position and, although remained mindful of future financial challenges, could invest in additional resources. Plans had been proposed to the Trust to develop the school site, including a shelter/canopy for the back area of the school, development of a specialised safe and secure area for cycling to enable the children to develop life skills, and the development of the sensory trail. The bid was for all three developments, but priority would be the sensory trail, cycling area, and then the canopy. Governors welcomed the proposal.</p> <p>GQ: What was the timeline for the response of the proposal. SA: Proposals from throughout the Trust were being collated and would be reviewed, and a response provided later in the year.</p> |
| 7b | DASHBOARD |
| | Governors noted that this was paused until further notice. |
| 7c | OFSTED |
| | Governors noted that the Ofsted report had been circulated. |
| 8 | SAFEGUARDING |
| | <p>Governors received the latest version of the SGWB Offer which was available on the website (https://addingtonvalley.org/wp-content/uploads/2022/10/Safeguarding-and-Wellbeing-Offer-AVA-22-23.pdf)</p> <p>Governors were informed that safeguarding had been reviewed during the Ofsted visit.</p> |
| 9 | PORTFOLIO GOVERNOR VISITS |
| | <p>Governors received the following portfolio reports:</p> <p>Ethos, Vision, and Strategy. KA reported on her meeting with JR to discuss the Ofsted report and the diversity of the school and the workforce. KA provided an overview of the Ofsted report (circulated to governors) and congratulated all the staff in their achievements. KA and JR had also discussed how to continue to embed existing good practice, approaches to staff wellbeing (which were going</p> |

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| | <p>well), diversity within school, and improving staff voice and representation. A written report would be uploaded to GovernorHub.</p> <p>Teaching and Learning. No report was available at this time.</p> <p>Child Protection and Safeguarding. A report had been circulated.</p> <p>Finance, Premises, Resources, H & S. No report was available at this time.</p> <p>HR and Organisational Development. No report was available at this time.</p> <p>Parent/Staff Views. SG reported on the meeting with the parent group; the subsequent feedback had been reviewed and an action plan prepared. Governors noted that much of the parent feedback was already being actioned, and the establishment of a Facebook page was being investigated. Parents had enjoyed World Book Day and secondary school parents had recently joined the group who provided wider feedback.</p> |
| 10 | GOVERNOR TRAINING AND DEVELOPMENT |
| a | Governors noted that the deadline for completing the Annual Safeguarding training had been 31 January 2023 and KA reminded governors to update their training record. |
| b | Governors were reminded to undertake additional safeguarding training on the Prevent Duty by completing the online PREVENT module available on Governor Hub via The Key by the end of April 2023. |
| c | Governors were reminded to log any training undertaken and record this on their individual profile page on Governor Hub. |
| d | Governors noted the required training available on GovernorHub and via The Key. |
| e | <p>Governors noted the following online training modules available to all governors to support further development:</p> <ul style="list-style-type: none"> • Induction for academy governors on local governing bodies (The Key) • Ofsted- Inspection Framework (NGA Learning link) • Holding to Account: How to question & Challenge (NGA Learning Link) • Monitoring and Evaluation (NGA Learning Link) |
| 11 | FINANCE AND FUNDING |
| | <p>SA referred to the financial reports and highlighted the following:</p> <ul style="list-style-type: none"> • The accounts to January 2023 showed a surplus of £186k and an additional £121k had been added from Trust reserves to cover the unbudgeted salary increases and energy costs. • The forecast surplus for the full year was £350k. Additional income had been added for some students not included in the original budget, and the school had reviewed how the salaries were forecast. Governors noted that agency costs were high but did not include holiday pay. • There were continuing financial pressures, and a 3.4% increase was being included in future budgets, together with an increase for staff pay rises. • Overall, the finances were healthy. <p>Governors recognised the good position of the budget, particularly given the current external challenges.</p> |

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| 12 | OHC&AT POLICIES AND PROCEDURES |
| | <p>Governors noted the following policies and procedures which had been approved by the OHC&AT Board and available on <i>GovernorHub</i>:</p> <ul style="list-style-type: none"> • Child Protection, Adult Protection and Safeguarding Policy • Anti-Radicalisation Policy • Educational Visits Policy • Families and Visitors Code of Conduct • Risk Assessment Policy • Safeguarding Supervision Policy • Staff Code of Conduct • 16-19 Bursary Policy • CCTV Policy • Charging and Remissions Policy • Complaints Policy (OHCAT) • Complaints Policy (OHC) • Data Protection Policy • Data Protection: Practical guidance for staff • Fundraising Policy • Guidance for staff on use of photos and videos • Investment Policy • Student Financial Support Funding Policy (OHC) • LGPS (Local Government Pension Scheme) Employer Discretions Policy • Lone Working Policy • Recruitment & Selection Policy • Health & Safety Policy • Fire Policy <p>Governors approved the following local policies and procedures:</p> <ul style="list-style-type: none"> • Anti-Bullying Policy • Attendance Policy • Behaviour Policy • Exams Policy • Missing Child Procedure • Online Safety Policy • Relationships and Sex education Policy • SEND Policy • Admissions Procedure |
| 13 | ANY OTHER BUSINESS |
| | <p>Governors received the proposed term dates for 2023-2024. JR explained the proposed changes, which included moving the last day of term before Christmas to Friday 15 December 2023 (making a seven-week term, instead of an eight-week term), the first day of term after Christmas to be Tuesday 2 January 2024, and the last day of summer term to be Friday 19 July 2024.</p> <p>JR acknowledged that this may be challenging for parents who had children in other local schools, but the change had been proposed to better support the children at this school.</p> |

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| | Governors discussed the proposal and, taking into account holiday clubs and staff inset days, approved with the term dates. JR would send a letter outlining the rationale for the changes to parents. |
| 14 | DATE OF NEXT MEETING |
| | Wednesday, 28 June 2023 |
| 15 | CONFIDENTIALITY |
| | <i>MC and SA left the meeting for this agenda item.</i> Please refer to Part B – Confidential Minutes. |