



**MINUTES OF THE MEETING OF THE FULL GOVERNING BODY**  
**held at Grand Avenue School on**  
**Monday 20th January 2025 at 7.30pm**

LA-1	CO OPTED 8		PARENT -2	STAFF 2
TBC	Jenny Gresson (Chair)	Connor Adams	Farah Ahmad	Shona Pitcher Headteacher (Ex Officio)
	Alexis Orlovac	<b>Shamama Tul Amber</b>	JP Salter	Fran Sagar
	<b>Angie Edwards</b>	<b>Nicky Bannerman</b>		
	<b>Archika Kumar</b>	Richard Newman		

Associate Members: **Matt McHale, David Magee, Gareth John**

Clerk/Minutes: Lucy Richards

Bold = absent

ITEM	MEETING STARTED AT: 7.30pm Special welcome to JP as the new parent governor.	ACTIONS
<b>037</b>	<b>APOLOGIES FOR ABSENCE RECEIVED AND ACCEPTED</b>	
	<p>JG requested that when sending apologies that you should include a brief reason for absence. Otherwise apologies will not be accepted.</p> <p>Angie Edwards Nicky Bannerman Shamama Tul Amber Gareth John David Magee</p> <p>Archika Kumar - no apologies provided.</p>	
<b>038</b>	<b>OBSERVERS</b>	

Signed/initialled by Chair of FGB  
FGB Minutes

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	None	
<b>039</b>	<b>DECLARATIONS OF BUSINESS INTEREST</b>	
	No declarations of interest were made.	
<b>040</b>	<b>MINUTES OF THE LAST MEETING HELD 11th NOVEMBER 2024</b>	
	These were agreed to be a true and accurate record of the meetings held.	
<b>041</b>	<b>MATTERS ARISING</b>	
	<p>Richard completed the skills audit. Governor corner - was written by Jenny for the Autumn Term. Parent/Governor Coffee morning - a date will be organised for the next coffee morning.</p> <p><b>Questions: Presentations by phonics lead which was very interesting - discussed the impact of part time teachers who were not always able to attend training.</b> <b>Response: This would apply to any teaching or training where staff are not always present for inset days or other training sessions. The school are conscious of this and have ways to ensure they work smartly to cover any gaps.</b></p> <p>All teaching staff who wish to work part time has to work 2.5 days to make job shares easier in the classrooms. Some good modelling in some year groups where there are staff working three days per week.</p> <p><b>Governor question: Has the Inspection Data Report (IDSR) been received?</b> <b>Response: This was expected in December SP to check if this has been received.</b></p> <p>Filtering &amp; Monitoring - SP has started work on this and has some information which will be shared with Connor.</p> <p>Questions to ask AfC following the SG audit, SP are awaiting a response. Will chase AFC.</p> <p>Ask Nicky to write up the meeting at the school council.</p> <p>Governor visit - proforma - update the form and remove impact on school.</p> <p>Governor training - agreed that if attending the same session to provide a joint write up.</p>	<p>Connor to write the Spring Governor Corner.</p> <p>LR to check school diary for date for next Parent Governor coffee morning.</p> <p>SP - check if IDSR has been received.</p> <p>F&amp;M - SP to share the information with Connor.</p> <p>SP to follow up on SG audit questions and also job description for SG Governor.</p> <p>LR To email Nicky to ask for School Council write up.</p>
<b>042</b>	<b>GOVERNOR HEALTHCHECK</b>	
	<p>JG explained the purpose of the Healthcheck for our new parent governor.</p> <p>Governors to email their input to the clerk for inclusion in the document.</p>	<p>JP to review questions and see which question he would like to take from those where governors have multiple questions.</p>

<b>043</b>	<b>GOVERNOR MATTERS</b>	
	<p>a) Declaration of interests - none</p> <p>b) Governor visits - Alexis visited maths in the classroom and witnessed anchor tasks. SEND conference - focus on mental health due to large numbers of adults and children who are impacted. Chairs network - agenda set by chairs.</p> <p>c) Governor training - clerk to book training</p> <p>d) eNews/Termly newsletter - updated AFC training schedule. Article on SG compliance for all Governors. Cyber security</p> <p>e) Parent/Governor Coffee morning - LR to check school calendar to identify a date for the Spring term.</p> <p>Skills audit - JG completed a review of the skills audits which were completed. There was a positive response to the collation of scores. Areas of training needs which were highlighted by Governors will be addressed. This will be revisited in the summer term and will complete the audits during the summer term FGB meetings.</p>	LR to send round training list for Governor to view what needs refreshing.
<b>044</b>	<b>HEADTEACHERS DASHBOARD</b>	
	<p>SDP will review what was achieved last term and the dashboard looks at what the focus is this term.</p> <p>The focus for this term is looking at key concepts and this term the team are working on computing threshold concepts</p> <p>The maths team are looking at questioning in maths during staff meetings which will support children in explaining their reasoning and questions of each other. In addition to this the team are carrying out a review of mathematics resources to understand how they are used in school and at home and how this is celebrated.</p> <p>The school are taking part in a Borough phonics training programme. This is a good project to be part of and the school are pleased to be taking part in this. Nicole Williams, phonics lead, will be going to visit local schools to look at their phonics practice. Nicole will be sharing good practice from these visits during upcoming staff meetings.</p> <p>Leadership &amp; management:</p> <p>A parent/carers questionnaire will be sent out in February.</p> <p>The school have received a bronze Rights Respecting award - this was shared in the school newsletter (17.10.24).</p> <p>Aspirations week w/c 13th January was an excellent week of parental/carers and community engagement and was inspiring for the children.</p> <p>Eco-plan. There is a lot of planning for Earth Day (April) and Eco policy is being put together.</p>	SP to check EAL/PPG figures/ fluctuation.

	<p>There has been a survey for support staff which has highlighted what support staff require to support children's independence skills.. TA's have been set a task to review their practice over the course of one hour.</p> <p>OPAL - Outdoor Play and learning. Rob Tagg and Matt McHale are going to visit St Matthews who have this in place. This programme is being considered for introduction at break times and lunchtimes to help with behaviours in the playground.</p> <p>Snapshot of funding - further detail on this in R&amp;F.</p> <p>Staffing: TA vacancy x 1 Breakfast club/After school club x 1</p> <p>Maternity cover update: (Y2) Maternity leave has commenced earlier than anticipated. (Y5) This maternity leave will be covered by two existing teachers.</p> <p>The school are currently looking for two short term supply teachers to cover additional upcoming maternity leaves. There are interviews planned to recruit. One role is for one term summer contract. The other role is a 6 week contract to cover maternity leave from May to July.</p> <p>Pupil survey summary: It was noted that children were seeing more positive behaviour from their peers and children felt playtime behaviour has improved. A lot of the feedback from children was focussed around break times and lunchtimes which is why the OPAL project is being considered for implementation.</p> <p>Staff view responses were discussed and it was noted that the teacher responses were very strong and positive. The leadership team want to support staff to value their role and help where it is needed and asked for. Out of a large workforce the response was positive which the school are very pleased with. It was noted there is a good focus on mental health and there is a team in place supporting staff.</p> <p>Pupils on role Year 6 is full Year 5 - child on wait list with a sibling to join Year 2. Year 2 - there is a waiting list.</p> <p>Reception. Despite the Reception intake for 2025 being a low birth rate year the school were not asked to consider reducing the number of classes. This year 92 families have put Grand Avenue school as their first choice, 54 second choice. If all families accept their place the Reception intake for 2025 will be full. There has been very good feedback from parents who have visited the school for Reception tours. (212 families visited for tours).</p> <p>PPG &amp; EAL figures have increased. This is a reflection on the current financial situation of families across the country. The pupil catchment was widened due to lower birth rate. It was noted that the EAL fluctuation was larger than expected. SP to check on this.</p>	
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	<p>IT update:</p> <p>There were server issues at the end of the Autumn term. The new IT company made a number of recommendations. One of these recommendations was to update the server. The school has two physical servers and the recommendation was to move one of the physical servers which houses three servers.</p> <p>Updates were made to the current server and this caused the system to crash. The school's back up system is based in Wales and the backup was located where there were power outages and therefore the back up failed.</p> <p>The HT, the School Business Manager and the school's onsite IT support have had a meeting with Cygnet IT to discuss the situation. The server does work and can be fixed and maintained by someone who knows how to do this. Cygnet are not recommending the school continue to use the current server. This is because updates are difficult due to the age of the server and out of date package. The current system is also not able to cope with the required updates which will be required for the new filtering and monitoring requirements.</p> <p>The recommendation is to update the server as soon as possible. The school have funds in the Devolved Capital fund which have stipulations on what this can be spent on, IT is one area that the funds can be spent on. There will be a cost for replacing 51 devices running Windows 10. The school require 100 new computers to run Windows 11 which is the latest version of Windows.</p> <p>There followed a robust discussion with governors who were present at the meeting it was agreed that the school have obtained professional advice and that this advice should be listened to. From a risk management perspective it was noted that the school had carried out the correct due diligence required. Governors agreed unanimously to the spend.</p>	
<b>045</b>	<b>ANNUAL REVIEW OF PUPIL ATTENDANCE</b>	
	<p>Attendance is higher than local and average. PPG improving.</p> <p>Persistent absence - we are in line.</p> <p><b>Governor question: Is the new EWO providing good support with attendance?</b>  <b>Response: Yes, she has been in twice to visit Matt and Nadine.</b></p>	
<b>046</b>	<b>SDP UPDATE</b>	
	<p>The update for the SDP has been shared and this will be discussed further at C&amp;C in the Spring/Summer term.</p> <p>The next steps are for Governors to read the suggestions. It has been suggested that phonics groups are visited by governors who are linked to EY and KS1.</p>	Add staff behaviour hub and mental health to C&C agenda.
<b>047</b>	<b>AUTUMN SIP REPORT</b>	
	<p>The questions for Governors were discussed. All governors should read the SIP report and answers. In addition, governors were guided to look at the PPG strategy which has been updated and is on the school website.</p> <p>The leadership structure of the school was shared.</p>	
<b>048</b>	<b>OFSTED UPDATE</b>	

	The working party met prior to the FGB to discuss Governor preparation for Ofsted. Connor will circulate notes. It was noted that no date has been set for Ofsted.	Add to agenda for next FGB.
<b>049</b>	<b>FEEDBACK FROM COMMITTEES</b>	
	For information only. These will be discussed at the next meetings of the committee.	
<b>050</b>	<b>HEADTEACHER PERFORMANCE OUTCOMES</b>	
	Set with SIP SP targets for this year with a review set in March.	
<b>051</b>	<b>SAFEGUARDING</b>	
	The write up for the SG walk has been shared and it was noted that this was a very positive visit by Jenny and Alexis. All staff have received the required SG training which was delivered by Shona.	
<b>052</b>	<b>ANY AGENDA ITEMS FOR NEXT FGB</b>	
	Standard rolling agenda items Policy discussions	
<b>053</b>	<b>AOB</b>	
	JG requested that communications between members are made via email as opposed to the GovernorHub noticeboard. The noticeboard is a more open forum.  TOR's - final updates to be made to the policy schedule and other additions and this will be circulated.  Governor section of the school website has been updated with profiles and declarations of interest per the updates on the GovernorHub compliance page.	
<b>054</b>	<b>SCHOOL COUNCIL</b>	
	There are no updates to share at this meeting.	LR to send dates to FGB.
<b>055</b>	<b>MINUTES OF THIS MEETING CONFIDENTIALITY</b>	
	See confidential minutes.	
<b>056</b>	<b>CLOSE OF MEETING: 9.38PM</b> <b>DATE OF NEXT MEETING: 3rd MARCH 2025</b>	

<b>ACTION</b>	<b>OWNER</b>
Write up for School Council visit	LR/NB
Follow up SG audit questions with AFC	SP
Job description for SG Governor	SP
F&M information to send to Connor	SP



Check is IDSR has been received	SP
Set date for Parent/Governor coffee morning	LR
Write Spring Governor Corner	CA
Send input for Healthcheck document	ALL
Review Healthcheck document & select question	JPS
Check EAL/PPG fluctuations	SP
Add staff behaviour hub & mental health to C&C agenda	LR
Add policy discussions to FGB agenda 3rd March	LR
Share school council dates with FGB	LR