

**LONDON BOROUGH OF NEWHAM**

Minutes of the

**GOVERNING BOARD OF AVENUE PRIMARY SCHOOL**

Meeting held on Thursday, 18 May 2023 at 6.30pm

Meanley Road, London, E12 6AR

<b>Present:</b>	Abu Abdullah	Co-opted
	Benedicta Asare	Co-opted
	Shahnaz Begum	Parent
	Sayesta Miah	Parent
	Hafise Nazif	Headteacher
	Soyeb Patel	Associate
	Neha Shivhare	Associate

<b>In attendance:</b>	Julie Ammi	Clerk, The Education Space
	Manpreet Chahbra	Deputy Headteacher
	Lee Franklin-Lewis	Deputy Headteacher

*The meeting commenced at 6.30pm.*

**458. Welcome and apologies for absence**

In the absence of the chair and vice-chair, it was agreed that Iqbal Singh would chair the meeting. The chair welcomed everyone to the meeting including the new parent governor.

Apologies received from Shahanara Ali, Nisha Ramanathan, Denis Shea and Geetha Unnithan. The apologies were condoned.

The meeting was quorate.

**459. Declaration of interest and code of conduct**

There were no declarations of interest.

The new parent governor Shahnaz Begum confirmed that she had completed the relevant forms.

**460. Safeguarding training (minute 457a refers)**

This item was discussed in minute 472.

**Constitution items**

**461. Membership of the governing board**

**a. Note the board membership -**

Governors noted the board membership.

**b. Election of parent governor update**

As announced at the previous meeting one parent governor vacancy had been filled by Shahnaz Begum. Introductions were made around the table.

There is one parent governor vacancy. The headteacher had requested nominations from parents. To date there were no nominations. Iqbal Hussain had indicated he is willing to stand again as a parent governor. If at the closing date there were no nominations Iqbal Hussain would become a parent governor without the need for an election.

**462. Minutes of the last meeting and matters arising**

**a. Approval of the minutes of the last board meeting held on 30 March 2023 (enclosure A)**

Governors approved the minutes of the meeting held on 30 March 2023 as a true and accurate reflection of the meeting.

**b. Matters arising**

The chair went through the action register.

**Action 444b.** Safeguarding training certificate to Lee Franklin-Lewis.

There are a number of governors still to complete this action hence the safeguarding training planned for the meeting.

**Action: Action 444b to be carried forward until all governors have completed the safeguarding training.**

**Committee decision: The Safeguarding Policy was taken to the Quality of Education Committee and was approved along with the Staff Mental Health and Wellbeing Policy spring 2023.**

**Headteacher and governing board items**

**463. Reports from committees**

Minutes from committee meetings held since the last meeting.

**a. Finance and resources 4 May 2023 (enclosure B)**

Governors noted the minutes of the committee meeting.

The headteacher advised that the budget for 2023 - 2024 will be formally ratified by all governors. This will be placed on the 13 July full governing board meeting agenda for formal ratification.

**b. Quality of Education 11 May 2023 (to be available at the next meeting)**

The headteacher confirmed that KS2 SATS had been duly completed. As per the national media the reading paper was complex. The children's resilience was commended and the children and staff got on with the process. The headteacher's role was ensuring the administration went well and along with the deputy headteacher. Provisional results would be received on 11 July.

Year 2 SATS took place this week. The School was impressed with the children's resilience. The papers for both were hard as expected but KS2 were particularly difficult. Staff were getting children ready for year 1 phonics screening and year 4 multiplication check.

The school has planned to improve the standard of reading across the school. The work done with parents varies and is a lot, but it has not actually been put into a formal plan. This will now be formalised.

**464. Headteacher's report**

This will be a training session focused upon:

- a. **Preparation for Ofsted**
- b. **Child protection and safeguarding**

The above training items were covered later in the meeting.

**465. Review of Ofsted document (minute 457a refers)**

This item is associated with item 7.

**466. School budget monitoring**

The finance committee minutes of 4 May and 12 January covered the school budget monitoring. The headteacher is meeting with the bursar to go through the budget monitoring report. A lot of changes could still take place with regards to staffing as staff attend interviews/ make decisions as to what they will be doing during the new academic year. . Once September is here the school will have a better idea of where the budget is.

On 12 June the school business manager would be returning from maternity leave.

**Governor's question: As a headline are we in the red or the black?**

*We have set a tight budget again and been very considered with it. We still carry forward a contingency and again we have used over £400k of this but we still carried forward over £400k which will mean we will not know about the in-year yet. Hopefully we will not have any emergencies such as long term absence or building works. We should be fine*

*next year but would not balance the year after. This will be a big consideration for governors. We need to be thinking very early on in September to avoid that happening, When the SBM returns it will be looked at particularly with the school going down to 3 forms of entry.*

**467. Compliance calendar items and policies**

**a. Mental health and well-being policy**

**Governor's comments (minute 449 refers)**

The policy had been received by governors. There were no questions.

**Decision: The mental health and well-being policy was approved by the governing board.**

The rag rated compliance calendar was received and the headteacher explained it was an ongoing process and kept all up to date as much as possible. It will be looked at in further detail at the end of the year and the compliance calendar would start again in September.

Governors requested that the website is up to date with the policies that have to be published. Mr Franklin-Lewis has a small working party of staff made up of the curriculum lead, IT technician and SBM. There are still things that need to be updated. It is ongoing particularly the curriculum section as there is a lot of work around the detail so this can be put on in one go.

This was the staff mental health policy as agreed.

**468. Safeguarding**

This item was part of the safeguarding training.

**469. Risk register**

This item is kept on the agenda for the board to remind themselves of the risks being managed, namely decreasing budget and falling pupil rolls. Attendance continues to be a risk. Persistent absence (PA) continues to be high and the risk is an impact on standards. The school is working on these areas.

**470. Governor education and training**

**a. Governors to report any training attended**

There were no training items to report.

**b. Governors training required**

The new parent had booked herself onto the next available introductory session for new governors.

**c. Link governors report**

The next inclusion visit is scheduled for the following day.

**d. Governors visit reports**

Visit reports can be found on the shared drive.

There had been a lot of governor's visits during the autumn term.  
A health and safety visit would be planned.

Governors were encouraged to book visits during the next half term.  
Governors have areas of responsibility to focus on during their visit.

*Benedicta Asara joined the meeting at 7pm.*

**471. Preparation for Ofsted training**

The headteacher delivered preparation for Ofsted training. An informative session alongside a comprehensive supporting document. Governors were able to ask questions.

Governors thanked the headteacher for this training. The school is in the Ofsted window and may be notified of an inspection at any moment.

**Governors noted that Nisha Ramanathan had worked very hard on drafting a very useful preparation for Ofsted question and answer document for leadership and management.** This document is saved in the governor's google drive area.

**472. Safeguarding training**

The school has bought a safeguarding training package for this evening. It is one hour long and is put together by safeguarding adviser specific for governors. The link can only be used once and then the package had to be purchased again.

Due to a number of governors being absent that would miss the training it was decided that in July's meeting it would be watched collectively.

**Action1: All governors are expected to attend the safeguarding training on 13 July.**

**Action 2: Soyeb Patel to share the emailed video after Igfl safeguarding training to Mr Franklin-Lewis to share with all governors. All governors to watch this safeguarding training video as soon as possible.**

**Future meeting arrangements and any other business**

**473. Governing board meeting dates 2022 - 2023**

**Summer:**

Thursday, 13 July 2023 at 6.30pm in person.

Provisional meeting dates for 2023 - 2024

**Autumn 2023**

Thursday, 19 October 2023

Thursday, 7 December 2023

**Spring 2024**

Thursday, 1 February 2024

Thursday, 28 March 2024

**Summer 2024**

Thursday, 16 May 2024

Thursday, 11 July 2024

**Action: Governors to look at the provisional 2023 - 2024 dates and report any issues back to the headteacher so meeting dates can be finalised.**

**a Any other business**

Governors were reminded of the HR committee meeting online the following week.

Shanaz Begum to think about which committee/s she would like to become a member of ready for September.

LGFL are running another safeguarding training session on 5 June if any governors wished to attend.

The chair requested that governors attend in person for a school visit and make it purposeful.

Governors thanked Iqbal Singh for chairing the meeting.

**b. Agenda items for the next meeting**

- Safeguarding training
- Final meeting dates for 2023 - 2024

*The chair closed the meeting at 8.10pm.*

**Action register:**

<b>Minute</b>	<b>Action</b>	<b>Action allocated to</b>	<b>Update</b>	<b>Action completed/date</b>
<b>462</b>	<b>Action 444b to be carried forward until all governors have completed the safeguarding training.</b>	<b>All governors</b>		
<b>472 1</b>	<b>All governors are expected to attend the safeguarding training on 13 July.</b>	<b>All governors</b>		
<b>472 2</b>	<b>Soyeb Patel to share the emailed video after Igfl safeguarding training to Mr Franklin-Lewis to share with all governors. All governors to watch this safeguarding training video as soon as possible.</b>	<b>Soyeb Patel LeecFranklin-Lewis All governors</b>		
<b>473</b>	<b>Governors to look at the provisional 2023 - 2024 dates and report any issues back to the headteacher so meeting dates can be finalised.</b>	<b>All governors</b>		