

Rhodes Avenue School Communications Committee Minutes

Date: Monday 27 January 2020

Time: 6:30pm

Present: Deborah Smith (Chair), Adrian Hall, Katy Jackson & Helen Walsh

1. Welcome and Apologies

Sophie Papworth & Lucy Freestone have both resigned from this committee. Sophie no longer works on Mondays and Lucy is already on another committee and safeguarding lead. Fiona Doyle sent her apologies.

Structure of the committee is discussed in AOB

2. Matters Arising/Action Points from previous Communications and FGB Minutes from last meeting agreed and all matter had been followed up.

3. Website updates/review

3.1 Statutory documents: The school has reviewed and updated the website and checked that all the statutory documents are listed. Governors need to evidence that this it has been done.

ACTION: DS to use the checklist to check and date the website

3.2 Website analytics: AH shared an overview of Google analytics for the last month to show which pages were being visited. There was nothing unusual. Term dates were the most popular.

- There was a consistent picture with the year groups accessing homework pages. 30-40% of parents log on.
- Admissions views have dropped (as the admissions have closed)
- Parents tours are now fortnightly (they had been twice a week)

Google search engines will show diary dates for the last academic year 2018/9 as google follows popularity of pages viewed (these had more hits as it was a longer period). It is better to access the 2019/20 diary directly via the school website

3.3 Governor's Portal: It is hard to access older documents on the filing system. They are in chronological order so that Governors would need to scroll through all the documents to access them. The portal search function operates across the whole of the Rhodes Avenue website, making it hard to access specific files.

ACTION: AH will ask Lee to suggest a more efficient filing system and/or a search function specific to the portal

3.4 Governors page: DS suggested that we list the link governors' roles and responsibilities in addition to those of the committees on the website. This will make it easier for parents and the local community to understand the responsibilities of the GB.

Likewise, there should be a paragraph about the benefits of being a governor and what this involves. This could be a useful template for vacancy advertisements. There are some good examples on The Governor UK Facebook page.

It was decided to leave the section about 'Working parties', even though there aren't any active working parties at the moment. The section about the 'governors' evening event' will be removed, as we are not planning another event in the near future. This can be reviewed whenever there is a relevant event that we wish to celebrate.

DS mentioned that there were governors listed on the governors' page, that were no longer on the GB. AH explained that there is a certain length of time that governors need to be listed on the website, even after they have resigned.

ACTION: DS to look at the Governors' Annual Report in order to edit the information about the link governors' role and responsibilities and add to the website

ACTION: DS to remove the paragraph about the Governor's evening

ACTION: AH to ask Lee for a button – 'Please click here if you are interested in becoming a governor'

ACTION. KJ to send DS some sample governor information sheets / advertisements from Governor UK Facebook page. DS will edit the information and add to the website.

ACTION: DS to extend the names of the Governors listed on the webpage to reflect 2018-20

4. School to School: AH presented a running School to School document to the committee. Rhodes Avenue believes that school to school support is an essential element of the schools' professional development.

5.

- The school has built capacity over the past three years.
- LA moderator has trained 6 staff as LA moderators for EY, KS1 and KS2.
- The leadership team has been restructured and appointed 3 lead practitioners (maths, computing and inclusion). The inclusion Lead continues to work on a consultancy basis at a local primary school.
- Rhodes Avenue is involved in the NLC network group, local maths, English network groups and is the primary lead for the local science group. (NLC is network learning community – there are 6 across Haringey).

- Rhodes Avenue is a National support school due to AH's qualifications. AH is a National Leader (NLE) and is currently supporting one school at Tier 1 support.
- AH is a School Improvement Partner for Haringey Education Partnership and is working with three schools.
- Emily Gazzard (EG) is a lead moderator, and can train teachers across Haringey how to moderate writing. This does not generate income, but is excellent CPD.
- EG consults every month at Lea Valley. Their results have improved.
- There are clear systems for vulnerable pupils. EG supported Coleridge Primary School. She delivered CPD sessions and three monitoring visits and workshops to improve GD writing.
- Income generated during academic year is £8488

5.1 NLE Support at Tier1 - Dorothy Barley Junior School in Dagenham. There was scripted support. In addition, Natasha Morgan met with them to support curriculum development and CPD for middle leadership.

5.2 Stamford Hill. Two Lead Practitioners (Yetta and Demi) for Maths and Inclusion have supported the school. Their most recent inspection was two days before Xmas Holidays. Good progress has been made due to the support. The work has stopped at Stamford Hill as the school has a clear action plan as well as action from Ofsted. The school will merge with another local school in the next academic year.

5.3 Improvement Partner HEP 2019-20. (Every school has one). We have 3 primary schools.

- Alexandra Primary School is harder to support
- Belmont Infant School has been positive. They are coming to RA this week to look at GD writers
- Stroud Green Primary. There is a great relationship with the new HT, and there is much to do. Tracy is going there two days a week to give support.

The governors asked about the impact on staff being away from RA. AH explain that we have a duty to support other schools, and it has a positive impact on the staff when they return. The school tries to plan this so that it doesn't impact on the staff and pupils.

- AH reassured the committee that the office was running smoothly without Tracy.
- Andrew Satwich does not require cover.
- Demi goes to another school on her day off. She gets paid for this, and this was her idea.
- Adrian, Maria and Emily are covered easily

5.4 Southward Primary School is the Next Tier 1 school (DFE). It is not looking good so far. They have cancelled a couple of times already.

6. Governors discussed Parent Evening feedback

6.1 The feedback was mainly extremely positive. Management issues were outlined by AH.

- The reception parent evening with children will be repeated every Autumn term
- Class sizes will only exceed 30 due to appeals via Local Authority
- The school is looking into having a Therapy Dog
- The new minibus is working really well. RA and APS share their buses for transportation, which helps for larger numbers.

ACTION: AH to publicise and celebrate the impact of the new minibus in the newsletter

6.2 The committee discussed the Spring Term Parents Evening. Health & Safety , in particular the aspect of children attending parents evening, was discussed.

It would be useful to have some guided questions that governors could ask parents. AH suggested tasking about Forest school and the new sports (netball, yoga, badminton and tennis) that have been introduced this term to replace dodge ball.

ACTION: AH and DS to generate specific areas to discuss at parents' evening

6.3 The committee discussed swimming. It is part of the national Curriculum, so we have to offer it. It was previously offered to years 4-6. Now it has been changed to year 4. Each class has one term. This gives a chance for non-swimmers in year 5 to receive additional support.

7. Evaluation and impact monitoring

This is a new rolling item for all committees. Following the meetings governors will agree what they are going to follow up and monitor when they come in for visits. This will fit in with the feedback from the safeguarding audit. Governors need to actively check that everything that is being done – it is not enough to rely on SLT's reports.

ACTION: KJ will send out information to all governors on this issue, and this will be shared at every committee meeting. AH to advise.

ACTION: Communication committee to arrange a visit with Yetta, as a lead practitioner of school to school support. (Potential questions: How was it and did you feel supported/overburdened? Were you prepared before you started – and how? What was the impact on the school and your teaching? Impact on home/work balance?)

8. Governors training and CPD

Safeguarding training will be delivered by Emel (DSL) at the next FGB

ACTION: KJ & HW to follow up on the Learning link NGA online training. To encourage all governors to use.

ACTION: AH to print a full list of training that governors have completed and link it with the skills audit to highlight gaps.

ACTION: KJ to collate useful training links for the website

9. AOB

9.1 Governor Strategic Day. The committee is keen for all the governors to attend this day.

ACTION: AH to suggest a good week for the Governor's Day. KJ to arrange a doodle Poll within that week.

9.2 Future of the committee

The committee agreed to meet at an earlier time. DS will suggest dates that are convenient for her. This may make it easier for staff governors to attend.

Much of the remit of the committee could be shared between curriculum and resources/health & safety.

ACTION: The committee will meet at the end of Spring term, straight after school. Training to be on the agenda at the next committee and follow up on how the committee will proceed. DS to suggest dates of the meeting.

ACTION: DS to ask all governors to update their training on the website ASAP

ACTION: Future direction of Comms to be reviewed at each meeting and at Governors' day

Minutes taken by Katy Jackson