

Avanti Schools Trust (AST)

Meeting Title:	South West Hub Governance Board
Date:	Monday 16 th December 2019
Time:	11:00am – 12:52pm
Location:	Avanti Hall School, Cowley Bridge Road, Exeter, EX4 5AD
Documentation:	AST SW Hub board minutes of the November 25 2019 meeting, Finance Overview 16.12.19 Draft AST Exclusions Policy Reception Retention Request Form 2019-20 SW Hub board December 2019 Medical Needs Item AST Board December 2019 in year admissions Draft Admissions Policy for Avanti Gardens 2021 to 2022 Draft Admissions Policy for Avanti Hall 2021 to 2022 Draft Admissions Policy for Avanti Park 2021 to 2022
Attendees:	Dr Molly Warrington (MW) (Chair) Stephen Howe (SH) Andrew Quayle (AQ) Fran Russell (FR) Joanne Hatfield, HR Director (JH) Mike Ion, Director of Education (MI) Kayleigh Mancini, Acting Clerk (KM)
Apologies:	Suzanne Flack (SF)

Colour Key: **Red: Questions** **Blue: Decisions** **Purple: Action**

Item No:	Agenda Item	Led By:
1	<p>Welcome, Introductions and apologies</p> <p>Apologies received and sanctioned from SF.</p> <p>All welcomed to the meeting, and a thanks to KM for taking minutes for today's meeting,</p>	MW
2	<p>Declarations of interest</p> <p>FR declared – Vice Principal (VP) fellowship board as trustees.</p>	MW
3	<p>Minutes of the previous meeting and matters arising</p> <p>Minutes: Amendments to previous minutes: Meeting Title – Southwest Hub Board Attendees – Spelling error Quayle not Quale, Removal of RSC next to SH, SF initials should show SF rather than FS. Item 6 – Confidential Item 8 – Question, moved to above Avanti Hall, and amendment to answer. Q – Was it ever viable as a two (2) form entry, what has changed? A – It was felt unlikely that a two (2) form entry would be approved today</p> <p>Matters Arising: Curriculum review – Dr Martin Rowson has now joined the review team. The review team met for the first time on Thursday (12th). Workshops will be held by practitioners throughout the spring term, involving all stakeholders. Example of questions that will be asked by the practitioners: <i>What is it as a parent you feel is special at this school? How do we keep this in the curriculum?</i> MI to set conversations up with James Biddulp (Lead Reviewer), Kath Bransbury from Steiner Fellowship and two (2) Early Years Practitioners (EYPs)</p>	MW

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	<p>Suggestions: to visit successful Steiner schools and their good practice (Greenwich & Hereford).</p> <p>Significant change proposals: Feedback has been shared, and responses have been received.</p>	
4	<p>Confirmed Terms of Reference (ToR)</p> <p>Approved.</p>	MW
5	<p>Updates on partial staffing restructure, TUPE, Pay Issues and Finances</p> <p>Staffing – CONFIDENTIAL ITEM</p> <p>Finance: Paper update from Nitesh Gor received and circulated, and added to the paper packs provided.</p> <p>Pupil Numbers: Avanti Gardens, currently do not have a single year group above PAN fifty two (52), but have twenty two (22) on their waiting list. It was accepted that the Trust needs to be more proactive to get families to apply for places.</p>	JH
6	<p>Exclusions Policy</p> <p>MI has produced an AST trust wide exclusions policy. MI to amend typo's within the policy, Q – Paragraph 2.1.3 What Behaviour policies are we considering? A – Behaviour policies currently in place for each school. Decision - Exclusions Policy approved, subject to amendments. Policy passed to trust board.</p> <p>Behaviour policies will be reviewed alongside the curriculum review over the spring term.</p> <p>Pearl Barnes (Hub lead for SEN/Safeguarding) will be starting in post in January 2020, and will be visiting each school to assess what arrangements are in place for each school.</p> <p>Rituals and routines will need to be implemented in each school as a matter of urgency. <i>Examples: Teachers at the door of classrooms greeting children, communicating outcomes of lessons to children, seeing children out of the classroom.</i> Having these rituals and routines in place promotes positive behaviour and learning. Q – Children are not currently being greeted in to classrooms? A – Some yes, Some no.</p> <p>Current percentage of supply teachers is huge amongst the schools, which is causing inconsistency, so this needs to be managed with clear expectations.</p> <p>All three schools are currently in the bottom five percent (5%) for attendance in the country, and would automatically be put in the requires improvement or inadequate category if Ofsted were to come in.</p> <p>Main lessons taught within the schools, are not consistent, with a mixture of main stream and Steiner qualified teachers. To deliver effectively, engaging children can take years of practice.</p>	MI
7	<p>Application for deferred admission to Reception Class (Avanti Park)</p> <p>CONFIDENTIAL ITEM</p>	
8	<p>Medical Needs Policy (administering vaccination in schools)</p>	MI

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	<p>Introducing Medical Needs Policy will have implications. Exeter administered the flu vaccination in school on Friday 6th December 2019, following which a significant amount of parents raised concerns. A number of parents requested authorised absent for the 6th, and some the following week during the shedding period, these were not approved by the principal.</p> <p>Q – Are school obliged to provide the vaccination? A – No.</p> <p>Q – What is the current practice within Avanti Schools? A – Not administered.</p> <p>Q – What is the accessibility of the vaccinations within each area? A – Unsure, but they are available in doctors’ surgeries, pharmacies and some supermarkets.</p> <p>HPV and TB vaccinations are a statutory requirement to be administered in schools.</p> <p>Q – What do each Local Authority (LA) advise? and could each school comply with their advised LA?</p> <p>Discussion amongst board, regarding issues and views raised by each board member. Differing views amongst the board.</p> <p>Decision: Recommend that the trust board revisits administering vaccinations as a matter of urgency in all Avanti schools.</p>	
9	<p>Admissions: policies and in year admissions (all schools)</p> <p>Admissions policy for each of the three schools for 2021-2022 and in-year admissions for 2019-2020 were circulated electronically and are in the paper pack provided.</p> <p>Following the significant change consultation, new admissions policies for each school have been drafted to adhere to the code of practice and are compliant. Each policy highlights the differences from previously.</p> <p>In Year Admissions: All schools currently are below PAN. Legally we have the duty to take all children who come to us, and especially if we are named on the child’s Education Health Care Plan (EHCP). However across the three schools we have a disproportion of Special Education Needs (SEN) children and this document proposes we do not take any more SEN children for a period of time, as we are unable to provide adequate education currently. Stats: proportion of children with SEN with EHCP’s compared to the National Average: National Average – 1.9% Exeter – 12% Bristol – 9% Frome – 9%</p> <p>Q – What are the stats compared to other schools in the area for each school? A – Unsure MI to look at stats for other schools in local area.</p> <p>Decision: Board supported recommendations MI to meet with Director of Education for Devon on 27th January 2020.</p>	MI
10	<p>AOB</p> <p>Expenses forms to be sent to Kirit Patel alongside receipts. Petrol – 45p mile, Travel – 2nd Class, Accommodation up to £100 per night.</p>	MW

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	<p>Statutory policies: all three schools have now adopted the trust wide policies. Policies that are individual to each school are currently being updated. All other generic policies have also been adopted by each of the schools.</p> <p>Pen portraits of each member of the board is now on each of the school's websites.</p> <p>MI is currently monitoring the @clerk e-mail address.</p>	
11	<p>Date of Next Meeting</p> <p>11am – 1pm, Monday 27th January 2020, Avanti Hall School, Exeter</p>	MW
12	<p>Meeting Close</p> <p>12.52pm</p>	MW

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