

## ABOYNE LODGE JMI SCHOOL

### Minutes of Meeting of the Full Governing Body held on Monday 18 March 2019

**Present:**

Ms Cecilia Fenech Brincat	COP	Mr Robert Blok	PAR
Mr David Hope (Chair)	COP	Ms Emma Fitzgibbons	PAR
Ms Joanne Reeves	COP	Mr Tom Irwin (Vice Chair)	PAR
Ms Tina Shaw	LA	Ms Clare Sayce	PAR
Mrs Amanda Abley	HT		

COP= Co-opted Governor; PAR = Parent Governor; STF = Staff Governor; HT = Headteacher;  
LA = Local Authority Governor

**In Attendance:** Ms Sue McClinton (HfL Clerk)

		ACTION
1.	<b>Welcome &amp; Apologies for Absence</b> Apologies were received and accepted from Ms Cameron Griffith, Ms Lockwood and Ms Haller.	
2.	<b>Conflict of Interest</b> Governors were reminded to declare any conflict of interest should it arise during the meeting and withdraw from that item.	
3.	<b>Notification of Any Other Business for Item 13</b> School field to be included in Item 7.	
4.	<b>Minutes of the Previous Meeting</b> held on 21 January 2019 Agreed as a true record and signed by the Chair	
5.	<b>Matters Arising from the Minutes</b>	
5.9	<b>Training Budget:</b> is overdrawn by £50, but can still book training – new financial year begins next term.	
6.6	<b>Staff Survey:</b> Mr Irwin is setting up survey on Survey Monkey. It was agreed to amend the wording on the question about future intentions of staff. It will be sent out to staff with a request for return by the end of term. <i>Ms Fitzgibbons joined the meeting.</i>	TI
6.7.2	<b>Bank Account:</b> there have been further delays by the bank in establishing the account, but documents believed to be in the post. Donation letter is still pending (See Item 7.)	
6.10	<b>Future School Structure:</b> Mr Hope has spoken with St Alban and St Stephen, but they have a different set of circumstances. A response has not yet been received from the Head of STAGS – the head will speak to her about a possible meeting as part of exploring options. The working party has not yet met.	HT

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7.	<p><b>After School Provision Levy:</b> A letter has been drafted about a levy to fund after school provision during the building works, but has not yet been sent pending the outcome of discussions with the clubs.</p>	
6.	<p><b>Report from School Improvement Committee (SIC) held on 8 March 2019</b>  The minutes of the meeting were noted – business included staff survey, impact of Teacher Assistant (TA) restructuring, monitoring pupil progress, safeguarding &amp; SDP update. The committee Chair referenced that the JARV is next week and pupil progress meetings this week. Improving writing has been a key focus (reflected in SDP). NB in SEC minutes “handwriting” should be “writing”. It was acknowledged that the TA reduction has had some impact and the staff survey is expected to provide some insights. Some of the benefits of liaison with Templewood School (TS) were highlighted including joint moderation. The new Ofsted framework was raised and it was noted that internal data will no longer be requested, though it can be brought to their attention for a particular purpose. The HT and senior staff have received training on the new framework and the HT will brief governors at the end of the summer term or the beginning of autumn term. It was noted that whilst it is important for governors to have an overview, it will be some time before AL receives an Ofsted visit again. Ms Reeves will attend pupil progress meeting on 21 March if she can. It had been suggested that there should be curriculum link governors and this will be reviewed under Item 8. when the school development plan is reviewed.</p>	HT/Jul or Oct FGB
7.	<p><b>Report from Resources Committee (RC) held on 15 February 2019</b>  The minutes of the meeting were noted – business included budget, premises, staffing, nursery, policy, H&amp;S &amp; GDPR. Key issues:  <b>Budget:</b> The revised budget shows a shortfall of £18k (a significant gain on the original deficit of £70k). If the head is shared with TS for another year, and they are keen for this to happen, it is expected that next year’s budget would show a small surplus. The head is willing to continue and has spoken to senior staff at AL about the implications. <b>Governors agreed that the arrangement with TS should continue for another academic year.</b>  <b>Donation Letter:</b> Has been delayed because of the delay in setting up the bank account which has impacted the budget. After discussion, it was decided to ask each parent for a voluntary donation of £10 per child per month. It is hoped that most will set up a direct debit and gift aid their donation. The emphasis is on the voluntary nature of this request. <b>Q:</b> What about match funding? <b>A:</b> it was agreed that it was worth adding this to the letter in case any parents could organise match funding with their employers. The letter will be re-circulated and go out to parents by the end of term.  <b>Update on Priority School Building Programme (PSBP):</b> The consultation was well attended. Meetings with project managers are in the diary and the timetable is still to go out to planning followed by preparation in the summer for the work to begin in September. <b>Q:</b> What about the nursery?</p>	DH/RB

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	<p><b>A:</b> will be moved from September with its own outdoor space. The need for AstroTurf to be in place by September is to be emphasised at meetings.</p> <p><b>Nursery:</b> maximum of 13 places again so consistent with staffing level</p> <p><b>School Field:</b> Applying for Section 106 money for the school playing field facilities. Community use is included which maximises opportunity for funding and would bring in income for the school. Proposal becomes part of a shopping list held by the local authority for when there are local developments. An impressive proposal has been drawn up (Ms Cameron Griffiths has done a lot of work on this) which comes to £200k. So even if S106 funding comes up, there would be a need to fundraise elsewhere or downscale the project.</p>	
<p><b>8.</b></p>	<p><b>Headteacher's Report</b></p> <p>The head took governors through <b>the half yearly review of the School Development Plan</b> concentrating on the outcomes and their impact. She outlined progress on the three key priorities:</p> <ol style="list-style-type: none"> <li>1. Wider Aboyne curriculum: work done to help pupils apply their writing skills across the curriculum to the same standard as in their English books. Four key drivers for developing AL specific curriculum ie growth mindset, sustainability, inclusion &amp; equalities &amp; the arts. Good progress made and writing is to be the JARV focus next week so external validation will be timely.</li> <li>2. Cultural Diversity: identified groups and received training. To be an INSET next term. Links with the new RE curriculum. <b>Q:</b> have there been any issues with the new RE curriculum as were historically? <b>A:</b> No, it is statutory. Been a complaint about the end of year show, but this is being dealt with.</li> <li>3. Science Teaching: progress made and activity planned for March and next term. Support for pupil premium pupils is an issue with less TA support and have Y6 children supporting younger children. Week beginning 3 June is science week.</li> </ol> <p>Followed by an update on progress and revised activity (highlighted in red) for the curriculum team plans – literacy, humanities, maths, computer &amp; e safety, PE, MFL &amp; PHSE. The head highlighted that the literacy teaching had been enhanced by work with TS eg teaching of spelling which had been cascaded within AL. <b>Q:</b> Is there a PE budget? <b>A:</b> Yes, the Sports Premium money, information about which is on the website. The school is to trial 4 standing desks. <i>Mr Hope left the meeting and Mr Irwin took over the Chair.</i></p> <p><b>Q:</b> when does MFL teaching start? <b>A:</b> Statutory in KS2, but starts on an informal basis from nursery and KS1. Is a lunchtime French club. Consideration was given as to whether additional curriculum link governors are needed. On review, it was acknowledged that curriculum links are built into links to the three key priorities. It was decided to appoint a maths link governor - Ms Reeves. Visits to the school by governors best made in the summer term.</p> <p><b>SEF:</b> will be updated after the pupil progress meetings and will be a focus</p>	<p style="text-align: right;"><b>All Govrs</b></p>

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	<p>of the next SIC meeting. Chair of SIC to re-schedule date for earlier meeting.</p> <p><b>Growth Mindset:</b> The head had been asked to re-iterate for newer governors what this is and how it works in school. Builds on neuroscience research; positive approach to learning based on resourcefulness, teamwork, resilience, and perseverance; praise for effort not outcome; ability not fixed. All on the website. Launched in 2015 with careful planning and is now embedded throughout all the school's work. Linked to the reward system where learning power capacities displayed are rewarded. Use of Buddy Bee, Tough Tortoise, Super Squirrel &amp; Wise Owl to reflect learning power dispositions. Way of introducing the model very successful and being replicated in work on Wellbeing. <b>Q:</b> Would it be timely to remind parents about it? <b>A:</b> Is input when start in reception, but will do so. <b>Q:</b> Can the use of growth mindset and its language be included in parents' evening? <b>A:</b> Not really enough time, but is reflected in report writing. Children use the words all the time.</p>	<b>TI</b>
<b>9.</b>	<p><b>Safeguarding Update &amp; Discussion</b></p> <p><b>Q:</b> Is the volume of yellow forms (completed by staff where there is a concern about a child) constant? <b>A:</b> Yes, been a constant pattern and historically not missed anything. Number varies from school to school. Some amount to nothing, others require some advice. <b>Q:</b> How often do you need to contact the LA? <b>A:</b> 2-3 a year only. <b>Q:</b> how do staff know what to look for? <b>A:</b> safeguarding training which is kept up to date. <b>Q:</b> was there an increase in reporting after the 3-yearly training at the INSET in the autumn. <b>A:</b> No, staff are well aware of what to do. There is a display in the staff room. The designated person is the head who works with the SENCO. If they are not there, staff know to phone the advice line. <b>Q:</b> how do you know if a child has repeated issues? <b>A:</b> If there is a history, a child will have a folder. Otherwise, there is a folder for forms filed by child so it is clear if there is a build up of issues. In the handover at the end of a year, it is marked if there has been any history of child protection (CP) issues – without any detail, but enough for a teacher to be vigilant. AL has very few where they go to full CP measures.</p>	
<b>10.</b>	<p><b>Future School Structure Working Party</b></p> <p>Not yet met, but will do so. Carry forward to next meeting.</p>	<b>DH/May FGB</b>
<b>11.</b>	<p><b>School Visits</b></p> <p>Ms Shaw's pupil premium visit report was noted. Ms Sayce attended the SEN coffee and chat on behalf of Ms Cameron Griffiths. There was some discussion of the recommendations in her report. Communication with parents is currently a governor priority, and inclusion was a major SDP feature recently. However, it was agreed that the chat could be arranged on other days to see if attendance increases (with cover for Ms Cameron Griffith is necessary).</p>	

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<b>12.</b>	<b>Governor Effectiveness</b>	
<b>12.1</b>	<b>Governor Membership:</b> Ms Shaw and Mr Blok's terms finish during this year and membership is reviewed next term. Mr Hope will speak to Ms Haller in due course about her future intentions as a governor.	All govrs/DH/May FGB
<b>12.2</b>	<b>Governor Self Review Forms:</b> Forms were circulated for the July FGB meeting 2018. Some have been returned to Mr Hope. All outstanding forms to be completed and returned to the Chair by the end of term. The outcome to be reported to FGB in the summer term.	
<b>12.3</b>	<b>Training Update:</b> See Item 5.5.9 on budget. The head clarified that governors do wish to continue HfL subscription next year.	
<b>13.</b>	<b>Any Other Business as notified in Item 3</b> None	
<b>14.</b>	<b>Date of Next Meeting</b> Monday 13 May at 7 pm	

Signed: .....  
(Chair)

Date: .....

### ACTION SUMMARY

Item	Action	Who/Where
5.6.6	Staff survey to be finalised and sent out for return by the end of term.	TI
5.6.10	To contact head of STAGS re a possible meeting as part of exploring options about the future school structure	HT
6.	New Ofsted framework briefing for governors by HT	Jul or Oct FGB
7.	Donation Letter to be re-circulated and sent out by end of term.	DH/RB
8.	Link governor visits and other visits to the school to be set up for the summer term.	All govrs
8.	Bring forward date of next SIC for next and future meetings	TI
10.	Meeting of Future School Working Party to be set up and to be on May FGB Agenda	DH/May FGB
12.2	Complete Governor Self Review form and return to Chair	All Govrs/DH/May FGB