

Aboyne Lodge JMI School

Minutes of a meeting of the Full Governing Body held on Monday 6 December 2021 at 6 pm In person and on TEAMS

Minutes

Ms Cecilia Fenech Brincat	COP	Mr Robert Blok	PAR
Mr Oliver Milton	COP	Ms Alex Farley	PAR
Mr David Hope	COP	Ms Emma Fitzgibbons	PAR
Vacancy	COP	Ms Clare Sayce	PAR
Mr Keith Smithard	HT	Ms Alex Leech	STF
Ms Tina Shaw	LA		
Mr Thomas Walsh	Visitor		
Mr Dan Smith	Visitor		

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

LA = Local Authority Governor

In Attendance: Andrew Maher (Clerk) Kirsten Landau (Admin)

Key: Questions/challenges to headteacher in **Red**. Action points in **Green**.

Welcome, apologies for absence: Emma Fitzgibbons

1. Notification of any other business: Policies to review / approve:

H&S

CP

Curriculum

PP (strategy)

2. Conflict of interest with agenda items: None

3. Reminder of confidentiality: GB's attention drawn to the need for confidentiality. The NGA statement will be included on future Agenda.

4. Minutes of the last meeting and matters arising

Agreed as a true record. The Chair will ensure a signed copy is placed in school.

Action: Co-chair

Thanks was given to the retiring Chair of Governors and to Emma Fitzgibbons, who is stepping down as a parent governor.

Governors reminded of the need to confirm all declarations on GH:

To confirm - Click on your name [top of screen], declarations [middle of the screen], confirm all declarations

- a. Register of business interest (including governor roles) updated
- b. Code of conduct
- c. Privacy notice
- d. Online safety agreement
- e. Keeping Children Safe in Education

Action: All Governors to confirm.

5. Governor business

a. Link roles and visits

Governor link roles and committee membership table presented and agreed. These visits should follow HfL guidance on governor visits and should be written up following the standard HfL governor visit format.

Action: all (non-staff) governors to arrange visits with link staff

The purpose of this process is to ensure that the GB has oversight of all core areas, that governors are linked with relevant staff and that regular, focused governor visits are carried out. The expectation is that all governors conduct at least 2 visits per school year related to their link roles. Co-chair was asked to consider her areas of responsibility to ensure that she is not over-worked.

Terms of reference for committees to be revisited and reviewed by committee chairs.

The meeting was advised of the availability of 'Governance Ready Education and Training' (GREAT) and its aim to build competence and professionalism amongst Governors, available on the new on-line 'Modern Governors' website.

b. Governor vacancies and elections

Two new co-opted governors joined the meeting as visitors, pending DRB clearance and receipt of references.

An experienced member of staff has expressed an interest in joining the governing body and may be co-opted to the board.

Election for new parent governor to take place in January to be advertised in the governor newsletter that will be sent out before Christmas. Action: Co-chairs to place advert.

Vice chair was proposed seconded and elected.

Newly elected staff governor joined the meeting.

6. Headteacher's report

HT presented the report which referred to:

- Removal of temporary buildings, which should be gone by Christmas.
- HIP visit and findings
- Before & after school club and progress on moving it in-house
- The small numbers in nursery
- Covid – outbreak before half term.
- School visits by prospective parents.
- Teach active being trialled as a way of increasing pupil motivation.
- Attendance. Which is above national expectation. Disadvantaged data is slightly lower, due mainly to one family. HT liaising with the family and trialling strategies to improve their attendance.
- Pupil progress and low attainment in some areas
- Drains and Leaks - a continuing problem.
- Change in early reading scheme from 'Letters and Sounds' to 'Read, Write Inc.'
- EYS permanent member of staff has returned following maternity leave. Her temporary replacement - who has been praised by many parents - will be leaving at the end of this term.
- Health & safety check carried out
- HSE poster recovered and displayed

Q: Do Y6 take parents around? Not presently. This avoids the chaos that sometimes surrounds such visits.

Q. What are the strategies to deal with low attainment? HT Looking at differentiation and scaffolding and using concrete examples to help with learning. Tutoring of small groups aims to ensure no one is left behind.

Q How will the change to read write inc take place? – Mainly affects KS1 pupils. The Switch over will take place gradually. Some Y3/4 may need extra reading support and some of these pupils will need to be brought into programme.

Q. Is Read, Write Inc. suitable for distance learning? There is a greater scope for development with this scheme.

Q. Are differences in attainment year group specific?

Q. Is this possible to break down by gender?

Q. Gap analysis – Can we work out what the key gaps are?

Key to all attainment is reading & vocab. Maths mastery programme is in process of being developed. Differences between groups are apparent and being tracked.

Q. What is being done to stretch the more able? Covid and distance learning have widened The attainment gap. Some more able pupils could be stretched further. More attention is being given to differentiation and scaffolding to improve the offer to the more able. The depth of curriculum to be reviewed to ensure suitable challenge is provided for able pupils.

Q. What are the priorities in all the curriculum development? Is it achievable to get everything done? A priority is early reading which will build from KS1/reception.

Embedding this programme will take time. Longer term, the relative weakness of Y6 on writing & maths will involve a booster programme to improve numbers attaining expected levels and improve results for those working towards. The school does not have access to data from other schools

Q . How does Covid catch-up funding work? – There is a tutoring fund which has to go to Pupil Premium Pupils. There is also a catch up fund which is applied to tutoring for different groups.

Q how does tutoring work in practice? Teachers to manage catch up. DfE have provided a short course for teacher tutors. Small groups organised and begin in January.

Q What is to be done about surplus furniture? Comprising shelving, tables, etc. This is almost brand new but no longer required due to refurbishment. There is scope to use some of it and some may be sold.

7. SDP

The SDP, including the Governor Objectives, is approved. HT requests that questions regarding the HT report and SDP could be submitted before the next and subsequent meetings. HT asked to consider that SDP and HT report might be integrated and become a live document, regularly updated.

Action: HT to include RAG rating in HT report, so governors can clearly view process against plans.

8. Resources update

Buildings, covered earlier in the meeting

Nursery: Option to close down the nursery because of low numbers discussed. Local consultation is a requirement so closure cannot take place this academic year. Pupils may be added in January as consultation on closure takes up to 18 months. HIP report noted that other schools had had success with strategies which had already been considered. Wrap around care seen as the key to improving nursery numbers.

Finance review: Deficit budget is subject to HfL review. Recommendations are to be discussed with HfL. There is a cycle for budget approval and governors are waiting for HfL to return with advice, which is expected to recommend a remedial plan to bring the budget back into line in a set timeframe.

Breakfast and After School Club: Likely to form a key part of improving school revenues. Bookings presently open to those currently on the outsourced scheme although the ultimate aim is to ensure that everyone who needs a place gets one. The scheme is to be opened to all in future.

Staff currently working for outsourced contractors are nervous about their contracts and want to know that they'll be paid. Employment contracts are to be issued by the end of term.

9. SIC update: None

10. Safeguarding. Review carried out by LA inspector. Findings requiring improvement are in process of being carried out. Staff Safeguarding update training is booked and due to take place.

11. Governor impact. This standing item will include (a) governor visits (feedback and plans) and (b) governor training / development.

Governors must match their objectives to the the school's priorities (as set out in the SDP) and set out how the GB will be present and effective (visits, links with staff, accountability

trail). Governors must aim to be strong on insight and strong on strategic input and develop strategies to measure / demonstrate this.

At its core is the need for the GB to develop a real understanding of what goes on in the school, which will be based around the curriculum and seeking consistency in approach between classes.

There had not been any formal, recorded governor visits to the school since the Spring term, largely due to COVID. Although LA governor had conducted a visit focused on the English curriculum and Co-chair was to conduct a visit focused on inclusion in December.

HT conducted an in-house session on the curriculum and OFSTED at the end of November. Besides this, no other training has taken place.

Actions:

- * Co-chair will bring to the next FGB an overview of any training gaps
- * All governors to look at online training resources on the modern governor website
- * In-house training options to be investigated. (See 12, below)
- * Co-chairs to appoint mentors for new co-opted governors & new parent governor (when in place)

Induction pack for new governors is almost ready for use.

Guidance on governors doing visits needs adding. **Action: Vice chair to receive any inputs from other governors, revise, finalise and disseminate**

Governors asked to volunteer to become mentors for new governors.

12. Clerks update: SFVS return confirmed as required by March 31st. 2022. Reminder that In-house training for governors is available and the entitlement must be claimed by March 31st. 2022.

AOB: Policies will be based on HfL models for Child protection and HSE. HfL have shared information and guidance on Natasha's Law, which concerns food packaging and allergies. It may be a consideration for breakfast and after school club in particular, as other catering is outsourced.

Action: HT to ensure the school is following food preparation legislation and guidance.

Curriculum Policy, Pupil Premium policy to be reviewed and agreed.

Action: Policy review to be a standing item on future Agenda.

Action: Co-chairs, vice chair & HT to review annual governor business schedule, to ensure timely approval of all policies (and better communication / fair warning for governors on what's coming up)

Action: HT to update HSE and Child Protection policies, including governor names and potential gaps in HSE policy.

13. Future dates: Next Meeting – Monday 7th February 2022