

ABOYNE LODGE JMI SCHOOL

Minutes of Meeting of the Full Governing Body (FGB) held on Monday 20 January 2020

Present:

Mr David Hope (Chair)	COP	Mr Robert Blok	PAR
Mr Oliver Milton	COP	Ms Alex Farley	PAR
Ms Joanne Reeves	COP	Ms Emma Fitzgibbons	PAR
Ms Tina Shaw	LA	Ms Clare Sayce	PAR
Mrs Amanda Abley	HT	Ms Rachel Lockwood	STF

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

In Attendance: Ms Sue McClinton (clerk)

		ACTION
1.	Welcome & Apologies for Absence Received and accepted from Ms Brincat and Ms Cameron Griffiths	
2.	Conflict of Interest Governors were reminded to declare any conflict of interest should it arise during the meeting and withdraw from that item	
3.	Any Other Business for Item 15 Computers; behaviour policy; sound field system	
4.	Minutes of the Previous Meeting Agreed as a true record and signed by the Chair	
5. 5.....7 5.12.2 5.5.11	Matters Arising from the Minutes Gift Aid: Ms Fitzgibbons is registering online with the Charity Commission and requires bank information by 14 Feb. It can take six weeks, but the money can be used in the meantime. A thank you to parents for donations to be done by Mr Blok Policy Schedule: up to date schedule circulated to committees & clerk to add information re those that need to come to FGB. Staff Survey: It has not been possible to access the survey information collected by Mr Irwin. Ms Farley will follow up with a pulse survey of staff and bring it to the next SIC meeting. All other actions complete or on the agenda.	RB Clerk AF/SIC
6.	Report from School Improvement Committee (SIC) The minutes of the meeting held on 29 September had been posted in advance of the meeting and were noted. Business included SDP progress, Pupil Premium, Herts Improvement Partner (HIP) Review, Attendance, Policy Review & SEN. Q: how was the HIP review on 4 December? A: Went well. Used new Ofsted deep dive to look at maths. It does though create a lot of work for subject leaders and with the next day response required in a real Ofsted presents a challenge for these subject leaders. HIP reports are	

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	<p>part of SIC papers and the next HIP visit will be on the SIC agenda. It was also agreed to put on the next SIC agenda the issues raised for subject leaders by the Ofsted deep dive requirements – part of staff wellbeing.</p> <p>Q: What are you doing to maximise outcomes for the current Y6 cohort? A: Targetted inputs of different groups with different staff members. Cf Item 9 HT Report.</p>	<p>SIC Agenda</p> <p>SIC Agenda</p>
7.	<p>Report from Resources Committee (RC)</p> <p>The RC has not met since the last FGB meeting. Ms Cameron Griffiths has continued to follow up the Field Project. A quote for £250k has been obtained and Ms Cameron Griffiths is pursuing with HCC.</p>	
8.	<p>Update on Priority School Building Programme (PSBP)</p> <p>New fire assembly arrangements have been agreed – on grass outside HT’s office until the end of March and the Jubilee Centre if it is necessary to leave the site. There will be a practice drill. It has been agreed with county that the school will close for two days at the end of this term and two days at the beginning of next term to facilitate the transition from the old school to the temporary site. Clearance in the existing school has already started. Work has started on the nursery and there is a meeting in a week to update on progress. These meetings will be held on the last Monday of each month and an update for parents will be included in the next News on the 9th.</p>	
9.	<p>Headteacher’s Report</p> <p>HT’s report posted in advance and questions invited. Following on from the discussion in Item 6 above, governors expressed concern about the KS2 information – decrease in the proportion of pupils at the expected standard in reading and maths (around national average) and progress in writing and maths being below the national average. The impact of different cohorts was noted and as was the range of targeted responses put in place. The HT was asked to bring historic data over the past four years to SIC so the data can be analysed further and governors assured that everything possible is being done. Q: Do you have enough resources? A: yes, now there is a full time Teaching Assistant (TA), more groups are able to receive targeted support. Q: Is there anything that can be done to increase parental involvement? A: Individual parents are spoken to and at the upcoming parents’ evening, parents’ role in supporting their children will be emphasised.</p> <p>Q: how is the new TA working out? A: working well and making a difference. Assists Y3,4 & 5.</p> <p>PHSE/New Sex & Relationships Education (SRE): The HT had been asked to outline plans for the new requirements. All changes to the PSHE scheme were introduced in 2018-19 via Jigsaw except for the new sex and relationships curriculum. Training on the latter has been cascaded within the school and parents will be informed this term of what to expect when the new SRE curriculum is delivered in the final term of this year. Parents will have the opportunity to ask questions if they have concerns.</p>	<p>HT/SIC</p>

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<p>10.</p> <p>10.1</p> <p>10.2</p>	<p>Annual Reports</p> <p>Annual Safeguarding Report: Governors were informed of the content of this confidential report. It was noted and sent off to HCC.</p> <p>SEN Report: Posted in advance. This is part of the development cycle – data is inputted at the end of the summer term and used in the beginning of the autumn by subject leaders, from which Mrs Clinton produces her report – which covers strengths and areas for development. Priorities going forward include more parental involvement and use of data with staff before pupil progress meetings so can be used in the meeting and updated afterwards. The SEN offer on the website is up to date.</p> <p>Q: What impact has the input with SEN pupils had? A: Positive. The SEN link governor, Ms Sayce, referred to a lack of parental engagement at times although there is staff availability. Mrs Clinton’s workload is substantial. There has been a high number of parent consultations (23) so she will now offer an afternoon for surgeries to manage the demand. Mrs Clinton may be asked to attend a SIC meeting or FGB in future.</p>	
<p>11.</p>	<p>Safeguarding Update & Discussion</p> <p>None</p>	
<p>12.</p>	<p>Future School Structure Working Party</p> <p>The options paper is outstanding as is a visit to Spiral, a local academy chain made up of primary schools. About £19k additional school funds are expected as a result of the promises made by the new government. Mr Blok and Ms Cameron Griffiths, assisted by Ms Farley, will progress an options paper for the next FGB Agenda.</p>	<p>RB/SCG/AF</p> <p>March FGB</p>
<p>13.</p>	<p>School Visits</p> <p>Ms Reeves’ visit report on maths and Ms Sayce’s SEN visit report were noted. Both will be following up with further visits. Q: Will there be a pupil wellbeing survey this year? A: Yes, done differently for the different parts of the school so as to be age appropriate. Y6 also do an online wellbeing survey through the school nurse. Q: What role does the school nurse play? A: she comes and goes as required. Responsibilities include flu jabs, work with reception and Y6 on health & wellbeing, follows up any issues of concern flagged up by pupils or school. It was noted that School Council is historically a better indicator of pupil wellbeing.</p>	
<p>14.</p> <p>14.1</p> <p>14.2</p> <p>14.3</p>	<p>Governance Matters</p> <p>There are currently no vacancies for governors. Ms Farley was appointed to RC.</p> <p>Governor Training & Development: In absence of Ms Brincat, the clerk drew governors’ attention to the training record download from Governor Hub. All are reminded to keep their own record up to date so Ms Brincat can identify any training gaps. The in-house Exclusions training had taken place.</p> <p>Governor Self Review: work in progress and carried forward to March FGB agenda.</p>	<p>DH/CS/Mar</p> <p>FGB</p>

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<p>15.</p> <p>15.1</p> <p>15.2</p> <p>15.3</p>	<p>Any Other Business as notified in Item 3</p> <p>Computers: the lack of working computers had been noted by a governor the previous week, but she was reassured that all is resolved – new arrangement for supporting computers working very well.</p> <p>Sound Field System: Q: are the builders aware of acoustic regulations? A: yes, on top of it all. They have audited the technology, will move to temporary building and set up again. Some work better than others.</p> <p>Behaviour Policy: Q: have we reviewed the behaviour policy as recommended at the Exclusions training? A: Yes, had already done it, on policy schedule for regular review. The head will check that the most up to date policy is online. She also reassured governors that it is made clear what constitutes unacceptable behaviour.</p>	HT
16.	Date of Next Meeting Monday 16 March 2020 at 7 pm	

Signed:
(Chair)

Date:

ACTION SUMMARY

Item	Action	Who/Where
5....7	Registration for gift aid to be completed and Mr Blok to thank parents for donations	EF/RB
5.12.2	Add FGB as appropriate to policy schedule	Clerk
5.5.11	Staff pulse survey and outcomes to SIC meeting	AF/SIC
6.	Items for next SIC agenda: report on HIP visit & impact on subject leaders of deep dive Ofsted requirements	SIC
9.	Historic analysis of pupil data at SIC meeting	HT/SIC
12.	Options paper on future of the school for the next FGB Agenda	RB/SCG/AF
14.3	Carry forward governor self-review to Governance Matters on March FGB agenda.	DH/CS/Mar FGB
15.3	To check that up to date Behaviour Policy is online	HT