



NURSERY • PRIMARY

ABOYNE LODGE

CREATIVE • CURIOUS • CARING

Meeting of Full Governing Body

Date

Monday 4th December 2023 at 6 pm

Location

Aboyne Lodge School

Governing Board

Robert Blok	PAR	Dan Smith	COP
Adam Brown	PAR Co-Chair	Keith Smithard	Headteacher
Alexandra Farley	PAR Co-Chair	Tom Walsh	COP
Nadine Farrar-Hockley	PAR	Flavio Tozzi	COP
Charlotte Scanlon	COP	Alex Leech	LA
Hannah Porteous	STF		

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

In attendance: Anna Thomas (Clerk), Alex Leech

Key: Questions/challenges to headteacher in italics.

1. Welcome and apologies for absence: Robert Blok, Adam Brown, Dan Smith and Tom Walsh

AT confirmed the meeting is quorate.

2. Notification of any other urgent business:

None

3. Conflict of interest/declarations:

None

4. Minutes of the last meeting and matters arising

Actions from previous meeting taken in each agenda item. Approval of minutes as an accurate record of the meeting.

Topic/Title	Action
Parent Governor Vacancies	School to send letter to parents. The governors would be useful as part of the Resources Committee, AF to add a note to the letter around skills and knowledge required. AF to include in autumn term newsletter.
Marketing	Speak with ALSA and local nurseries. Advertise the Christmas Fayre to nurseries and the community. Add pop up to home page of website to advertise tours as this is prime admission time of the year. Add OFSTED quotes and statistics to website. Ongoing. Thank you to KL for her work promoting the school on Facebook. Increase in number of tours for prospective parents.

New Governors	Enrol and update Gov Hub. Completed.
CPOMS	Decision on categories to use going forward. Ongoing. HT has changed some cause for concern titles.
Health & Safety	Fire drill and Lock Down drill to be carried out. Fire drill Tuesday 5th December. Lock Down drill not yet as school to form a process before they practice it, HT has spoken to children in assembly.
HT Report	Section to be added to the HT report to show why a pupil is leaving. Completed.
Health & Safety	Following climbing frame incident, a reminder in the school newsletter for parents to not let children play on the equipment before or after school. A sign would be useful. Completed.
Parents Evenings	Teachers to be reminded to follow up on parents that do not attend. Completed.
SDP	To be shared at staff meetings and linked to Ofsted report. No staff meeting taken place yet to allow the SDP to be shared. Ongoing.
Playground	Designs and quotes to be explored for the new playground areas. Ongoing.

5. Headteacher Appraisal

HT's appraisal agreed by Co-Chair. AB to confirm in writing as soon as possible to HT and School Office.

6. Headteacher's report

Governor's comments and questions.

HP updated the board on her visits with DS to several schools to look at their outside play areas in response to the Ofsted report. Governors discussed the time scale of the project. The final costs will be dependent on decisions made around surfacing and equipment. Idea is to have part tarmac, astro, bark, raised beds and softer surface under the equipment. Pirate ship to be removed. ALSA supports the playground project as a whole, price increases if it includes the trim trail.

a) *How will the outside play area be paid for?*

The grounds work will come from the capital budget. Fundraising will be needed for the remaining costs.

b) *What is the timeline for this project?*

HP and KL will meet and decide a timeline for the works to be completed, ideally end of 2024. Awaiting quotes back from several companies.

c) *Can you explain the SEND funding?*

The amount of funding per child differs depending on the child and their needs.

d) *Can comparisons of the number of children receiving funding be made against other schools across Hertfordshire?*

The school does not have a high number of pupil premium children compared to other schools across the county. This remains a challenge for the school, and it will be going forward. The cost of the staff to support the children is not fully covered by the funding.

e) *Are any of the SEND children moving to specialist provision?*

Only one child is on the waiting list to move to specialist provision.

f) *Does the DfE data mirror the internal data?*

The KS1 and KS2 data shows that results for girls is lower in reading and writing than boys. The governors felt this should be analysed further, for example for SEN children. Only half the internal data has been completed so far this

term.

g) *Regarding the data breach, who was the breach made to?*

The breach was made to a volunteer at school. The email was sent incorrectly due to human error. The parents whose child's data was breached have been contacted.

7. Policy Review

No policies to review.

8. Governor Business

Thank you to RB for his time as governor at Aboyne Lodge. AF to look at recruiting new parent governors.

9. Safeguarding Update

FT shared a comprehensive document covering his school visit on the 27th September.

Single Central Record has been checked and is up to date.

'Hope not Hate' report was discussed by the board, everyone to be aware.

AF and KS thanked FT for his time and knowledge during OFSTED.

Have any students been contacted by 'Hope not Hate' that we are aware of?

No.

10. PE and Sports Premium

No update.

11. Resources Committee Update

A meeting has not been held since the last FGB.

12. SIC Update

Covered in HT's report.

13. Summary of action points

Topic/Title	Action	Owner(s)	Target Date
Tree surgeon report	KL to upload report to GovHub, tree that requires attention is on local authority land.	KL	Next FGB
Outside area	Timeline	KL/ HP	Next FGB
	Communication to parents and local community.	AF/AB/HY	Next FGB
Governor Newsletter	To include skills-based recruitment of new parent governors.	AF/AB	End of term
Health & Safety	Finger guards to be added to all doors used by children. Add to the DfE list to be reviewed.	KS	Next FGB

14. AOB and Items for next agenda

Add survey responses to the newsletter.

Class teachers to be given a wish list.

New governors to be added to the WhatsApp group (AL, HP and CS).

The next FGB will take place on the 4th December.

Signed:

Date: