

## ABOYNE LODGE JMI SCHOOL

### Minutes of Meeting of the Full Governing Body held on Monday 19 March 2018

**Present:**

Ms Cecilia Fenech Brincat	COP	Mr Robert Blok	PAR
Ms Sally Cameron Griffiths	COP	Mr Tom Irwin	PAR
Mr David Hope	COP	Mr Birgir Scheving	PAR
Mrs Christy Roach (Chair)	COP	Ms Emma Fitzgibbons	PAR
Ms Tina Shaw	LA	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 (clerk)

		<b>ACTION</b>
<b>1.</b>	<b>Welcome &amp; Apologies for Absence</b> Apologies were received from Ms Lockwood and accepted.	
<b>2.</b>	<b>To Note the Need to Declare any Conflict of Interest</b> Governors were reminded to declare any conflict of interest should it arise during the meeting and withdraw from that item	
<b>3.</b>	<b>To Receive notification of any other business for Item 14</b> One item from Mrs Shaw	
<b>4.</b>	<b>Minutes of the Meeting held on</b> Ms Brincat deleted from those present and added to accepted apologies. Then agreed as a true record and signed by the Chair	
<b>5.</b>	<b>Matters Arising from the Minutes</b>	
<b>5.6.10</b>	<b>Governor Skills Audit:</b> Mr Scheving & Mr Hope to return audit immediately and Mr Irwin to report back to next FGB meeting	<b>BS/DH &amp; May FGB</b>
<b>5.9.1</b>	<b>Co-opted Governor:</b> still required. Ideally to be a non-parent. Agreed News on the 9 <sup>th</sup> , Chamber of Commerce and Community Central will all be pursued as well as any other contacts governors have. <b>Q:</b> Any particular skills? <b>A:</b> The skills audit indicates building skills, but this is not a prerequisite.	<b>All Govrs</b>
<b>11.</b>	<b>General Data Protection Regulations (GDPR):</b> Progress is being made. Staff are being trained, the recommended audit is taking place and St Albans Heads are considering how best to fulfil Data Protection Officer (DPO) requirement. <b>Q:</b> How much time will be required? <b>A:</b> It will depend on the extent of any issues – the current guidance is that school business managers swap with each other.	
<b>13.1</b>	<b>Safeguarding Link:</b> governor required to shadow Mrs Roach during last term	<b>All Govrs</b>
<b>13.3</b>	<b>In House Training</b> – Ms Brincat to check whether second session available and to circulate list of possible sessions. All other actions completed or on the agenda.	<b>CB</b>

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<b>6.</b>	<p><b>Report from School Improvement Committee</b> Scheduled to meet next on 29 June 2018</p>	
<b>7.</b>	<p><b>Report from Resources Committee</b> The minutes of the meeting held on 9 March had been made available in advance and were noted. Business included budget &amp; financial monitoring, premises &amp; security, staffing, health &amp; safety &amp; nursery. The chair highlighted:</p> <ul style="list-style-type: none"> <li>• Mr Blok is progressing the establishment of a charitable foundation so any donations can be gift aided. There will be two governor and two staff trustees. News on the 9<sup>th</sup> will remind parents about the donation request. <b>Q:</b> How quickly will the foundation be set up? <b>A:</b> Aiming for September. <b>Q:</b> How much do you anticipate donations will raise? <b>A:</b> About £2k per term, but only requested twice this year.</li> <li>• Balancing the budget at the end of this year will be difficult. And the 2018/19 budget is challenging. The school's budget share has gone down £50k and costs are increasing. The draft budget will be reviewed as soon as yearend is complete. <b>Q:</b> Will the new building reduce costs? <b>A:</b> Possibly and possibilities for increased revenue, but will not be until 2020/21 and insufficiently significant. <b>Q:</b> What happens if there is a deficit? <b>A:</b> A school is not legally allowed to have a deficit budget.</li> <li>• 13 nursery offers have been made, but historically not all offers taken up. Continue to keep viability under review.</li> <li>• <b>Priority School Building Programme (PSBP) Update:</b> Heard today that funding has been approved for the project. Tenders will be sought in April. It was noted that other building issues that come up meantime are the school's responsibility – kitchen roof repaired. An update will be sent to parents after Easter</li> <li>• <b>Performance &amp; Appraisal Policy:</b> Agreed that Pay Committee will be replaced by Resources Committee in the Performance and Appraisal Policy agreed by FGB at the January meeting.</li> </ul>	
<b>8.</b>	<p><b>Headteacher's Report</b> The Head's 6 month review of the School Development Plan (SDP) had been made available in advance. In the report and at the meeting, the Head outlined the rationale for each of the three priorities – to develop and embed the Aboyne (AL) Curriculum, to develop maths mastery across the school and to continue to develop the wellbeing of staff and pupils, particularly looking at expectations of behaviour – and she reported on good progress:</p> <p><b>Aboyne Curriculum:</b> the circulated teachers' planning sheet illustrated how the four key drivers (the arts, cultural diversity, and sustainability &amp; growth mindset) are incorporated into all topics. This cross curricular approach is also reflected in the JARV (annual review with School Improvement Partner) priorities which is affirming.</p> <p><b>Q:</b> What is happening about the artsmark? <b>A:</b> On track and will be written up</p>	

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	<p>after training on how best to present the material. The Head will check if parents' offers of support have been taken up. <b>Q:</b> What makes AL's drivers different from other schools? <b>A:</b> Drivers build on approaches already embedded in the school and which reflect its values eg arts always been well developed across the curriculum, school used as an exemplar for growth mindset, cultural diversity identified because of monoculture of AL. Endorsed by Ms Brincat who attended the staff day. <b>Q:</b> How long will these drivers be in place? <b>A:</b> Reviewed every three years, unless further external changes.</p> <p><b>Maths Mastery:</b> All actions complete and examples of monitoring sheets shared with governors. The school has moved away from drop ins and a formal teaching observation to learning walks, book checks &amp; talking to children. Again, the school's change in its approach to assessing teaching and learning is affirmed by a proposed similar approach in the forthcoming JARV. The move to learning walks, checking books &amp; talking to children has proved to be a successful way of determining maths learning.</p> <p><b>Q:</b> How does the approach help higher and lower attaining children? <b>A:</b> The head explained the focus now on deepening understanding rather than extending knowledge to a higher level. Use different strategies to involve all children. <b>Q:</b> Do children challenge themselves? <b>A:</b> Yes, and endorsed by experience of chair when she visited and spoke to children from different year groups. Maths progress in the autumn was good and hope that pupil progress meeting this term will show sustained improvement.</p> <p><b>Behaviour:</b> a year on, there is greater understanding throughout school about behaviour approaches. All children are clear about their rights to learn, to be safe &amp; to be treated with respect. Strategies have been reviewed and there is much improvement. All staff have completed anti-bullying training. Good behaviour book shared with governors. <b>Q:</b> Do we still have PALS? <b>A:</b> Yes, to be relaunched soon. <b>Q:</b> Is there now more transparency re approaches to behaviour <b>A:</b> Yes, all have now been trained in STEPS approach to behaviour whereas before only some teachers had. <b>Q:</b> Have parents been briefed about behaviour guidelines? <b>A:</b> Involved in focus groups, staff &amp; children updated and parents next.</p> <p>The head was thanked for her report,</p>	
9.	<p><b>Parent Survey</b></p> <p>The recent parent survey via survey monkey elicited a higher response than previously – 128 responses and much commentary. Mr Irwin is in the process of analysing the responses, but gave an initial overview to governors. Overall there was a high level of satisfaction expressed and no surprises, but further analysis will be carried out including analysing the commentary. SIC will have the item on the agenda of its next meeting – possibly an earlier meeting than 29 June to review the outcomes of the staff and pupil surveys too. Communication with parents will follow thereafter.</p>	
10.	<p><b>Safeguarding Update &amp; Discussion</b></p>	None
11.	<p><b>Academy Update</b></p>	None

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<b>12.</b>	<b>School Visits</b> Reports on SCR, nursery, pupil premium (PP) and sports premium (SP) were noted. Information on website about PP & SP.	
<b>13.</b>	<b>Governor Business</b>	
<b>13.1</b>	<b>Governor Membership:</b> Up to date list noted. Co-opted governor vacancy – see Item 5.5.9.1	
<b>13.2</b>	<b>Governor Training Update:</b> See Item 5.5.13.3	
<b>13.3</b>	<b>Governing Body Code of Practice:</b> Agreed. Governors signed and the clerk will keep the document so any new governors also sign in future.	
<b>13.4</b>	<b>Governor Skills Audit:</b> See Item 5.5.6.10	
<b>13.5</b>	<b>Governor Business Cycle:</b> existing business schedule reviewed and agreed	
<b>13.6</b>	<b>Governor Hub:</b> Agreed to sign up to premium service	
<b>14.</b>	<b>To receive Any Other Business as notified in Item 3</b> Mrs Shaw sought and received clarification that should a child wish to contact Childline and did not have access to a phone, the school would facilitate phone access.	
<b>15.</b>	<b>Date of Next Meeting</b> Monday 14 May 2018. 7 pm.	

Signed: .....  
(Chair)

Date: .....

### ACTION SUMMARY

Item	Action	Who/Where
5.6.10	Return Governor Skills Audit/ Report to May FGB	BS&DH / May FGB
5.9.1	Seek non-parent co-opted governor	All Govrs
5.13.1	Safeguarding governor to shadow Mrs Roach for next term	All Govrs
5.13.3	Progress In house training	CB