

ABOYNE LODGE JMI SCHOOL

Minutes of Meeting of the Full Governing Body held on Monday 8 July 2019

Present:

Ms Sally Cameron Griffiths	COP	Mr Robert Blok	PAR
Mr David Hope (Chair)	COP	Ms Emma Fitzgibbons	PAR
Ms Joanne Reeves	COP	Mr Tom Irwin	PAR
Ms Tina Shaw	LA	Ms Rachel Lockwood	STF
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)

Absent: Ms Haller, Ms Brincat

School Council Presentation

The meeting was addressed by one representative of School Council, Bella Hope from Y2. She outlined various initiatives the School Council has been involved in this year. These include the Golden Coat Hanger which is awarded weekly to the tidiest cloakroom, Robot Ron and the book swap, improvements to the Friendship Bench and the Good Egg Award. She explained the latter is new, everyone is invited to nominate anyone who is kind, generous, reliable and resilient and two reps from each class will be deciding on the class good egg with the teacher. In response to a question, Bella clarified that the Golden Coat Hanger has been won by all classes, but a couple have won it more times. The Head said it was proving to be very effective. Bella was thanked for coming to the meeting.

ACTION

1.	Welcome & Apologies for Absence Apologies were received from Ms Sayce and accepted.	
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 13 Item from Mrs Shaw, Strawberry Tea and Parent Survey were noted.	
4.	Minutes of the Previous Meeting held on 13 May 2019 Agreed as a true record and signed by the Chair	
5. 5.7	Matters Arising from the Minutes Gift Aid Forms: Ms Fitzgibbons to check next steps re gift aid forms. Carry forward.	EF
5.12.2	Governor Self Review: Ms Sayce re-issued form. Chair to liaise with her re taking forward.	Chair/CS
5.	Field Project: Taken forward with SADC and now need to approach Herts	

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<p>11.</p> <p>12.1</p> <p>12.4</p>	<p>for permission. Chair to send HCC contacts to Ms Cameron Griffiths. Involves several wards so hope to bring on board several local councillors to help funding.</p> <p>Governor Visit Form: Ms Reeves has updated the current form. With the addition of a reference to the link between visits and school plan priorities, the form was agreed. Ms Reeves to finalise form</p> <p>Annual Governor Statement: In hand. Chair and HT liaising on content.</p> <p>Strawberry Tea: Ms Cameron Griffiths requested contributions from governors (min £5 per head) for the annual tea with staff at 3.30 pm on Wednesday 17 July. Governors asked to support event if they are available.</p>	<p>Chair/SCG</p> <p>JR</p>
<p>6.</p>	<p>Report from School Improvement Committee (SIC)</p> <p>The Committee has not met since the May FGB meeting. The Staff Survey is being reviewed by the Chair and Vice Chair who will circulate a summary to governors. The Chair envisages a feedback session to staff and Ms Cameron Griffiths indicated her willingness to attend as well.</p>	<p>Chair/V Chair</p>
<p>7.</p>	<p>Report from Resources Committee (RC)</p> <p>The minutes of the meeting held on 21 June 2019 had been posted in advance and were noted. Mr Blok highlighted key points:</p> <ul style="list-style-type: none"> • Finances: Budget updated and likely to be a £23k deficit at the end of the year. Looking into why Pupil Premium income is £9k less when number of pupils is the same. Donations at £2941 and checking how many Direct Debits. There is concern about the cost of special weeks eg science week, E safety week. Donations are sought, but unlike class-based requests, not enough money is received and they run at a loss. There was discussion as to options to improve this situation. It was thought that there should be greater clarity in the use of Gateway, possibly some confusion as used by ALSA too. Chair will look at with Kirsten and RC will continue to monitor. Herts are being contacted about the tightness of the budget to find out what actions they will require going forward. • Priority School Building Programme (PSBP): Planning permission has been granted, but not the request for an earlier start during the summer holidays. The start date is October and a plan has been requested so the impact on the school when the temporary facilities are constructed can be assessed. Q: have we taken advice from other schools on how they managed? A: yes, but no magic answer. • Staffing: Letters have gone out about the overpayment to some staff. Only 6-7 people affected. Q: how have staff reacted? A: okay, will be right from September and no repayment being requested. • Annual H&S Audit: To be completed by the HT and Mr Hope and any actions brought to the September FGB meeting 	<p>Chair/HT/Sept FGB Agenda</p>

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8.	<p>Headteacher’s Report – Review of School Plan & Priorities for 2019-20</p> <p>The Head had made available in advance an updated School Plan which incorporated the staff’s review of progress made during the current year. She flagged up the governor objectives and how revised priorities for the Governing Body would be required then. On Wednesday is the final Herts Improvement Partner (HIP) visit of the year when progress will also be reviewed. Q: When will governors have pupil data? A: The September FGB will review the SATS results and the Autumn SIC meeting will look at all the data prior to the November FGB meeting. Q: Why have there been fewer RE visitors? A: Ms Lockwood explained that with other schools locally, it was difficult to find representatives of different religions to come into school. Have now bought into Jigsaw resources to support PSE. Templewood School (TS) are trying out the Jigsaw RE scheme and if their experience is positive, AL may adopt it. Q: How has work gone on key priority 1 and work with books? A: Well and this week, the HIP will be looking at books to assess progress for children working at greater depth. Q: What is the impact on wellbeing of reduced Teaching Assistants (TA)? A: There has been an impact. One significant impact has been an increase in low level behaviour issues. Simply because there are not enough adults in the room. Have talked to different groups of children about it. Q: What has been the impact on out of class interventions? A: Again, there have not been as many as would have liked, but putting in place different arrangements for the new year to boost progress – groups with the Head and SEN whose timetable responsibilities will start later each day. Trying to be creative in allocating staff time. Q: how sustainable is it? A: By half term, will know whether input is making a difference. Q: Impact on Learning Zone? A: yes, less staff time available. Q: Do you need less TA time where the year group is smaller? A: In reality, the needs are such that this is not the case.</p>	
9.	<p>Safeguarding Update</p> <p>No ongoing issues</p>	
10.	<p>Future School Structure Working Party</p> <p>Mr Hope and Mr Blok met with the Head and Business Manager of STAGS. They are a Multi Academy Trust (MAT) with an additional secondary school and a primary school both of which came into the trust because they required improvement. The MAT is keen to expand and are seeking schools who want to join voluntarily. In the meeting, the STAGS representatives emphasised the importance of retaining the culture and values of any school which joined them. They charge 4% of income which gives access to shared central resources eg ICT, HR, lettings arrangements etc so there would be some economies of scale. Whilst joining the MAT would need further enquiry, both governors left the meeting feeling positive. Q: Would joining present a solution to the lack of TAs? A: there would be economies of scale, but not necessarily. The Chair and Mr Blok intend to speak to Beech Hyde about their experience of being part of the MAT. It was noted that they do not have any TAs. After discussion, it was</p>	Chair/RB/

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13.2	Parent Feedback: Mr Irwin shared a draft (as last year with the addition of reference to SP in extracurricular section) and it was agreed to encourage parents to complete the survey before the end of term.	
14.	Dates of Meetings 2019-20 Agreed as: 30 September 2019 25 November 2019 20 January 2020 16 March 2020 18 May 2020 06 July 2020 All Mondays at 7 pm.	

Signed:
(Chair)

Date:

ACTION SUMMARY

Item	Action	Who/Where
5.5.7	Check next steps re gift aid forms	EF
5.5.12.2	Chair to liaise with Ms Sayce re taking forward governor self-review	Chair/CS
5.5	Chair to send to Ms Cameron Griffiths HCC contact information to progress field project	Chair/SCG
5.11.	Finalise Governor Visit Form and post on GH	JR
6.	Summarise comments and circulate outcomes of staff survey to governors	Chair/V Chair
7.	Annual H&S Audit and report to FGB.	HT/Chair/Sept FGB Agenda
10.	Meet with Beech Hyde representatives & produce paper on pros and cons of Future Structures for next meeting	Chair/RB/Sept FGB Agenda
11.2	Sports premium visit write up	TI
12.1	Chair to contact Ms Haller to clarify her intentions as a governor	DH
12.3	Clarification of training package and courses charged for & summary of recent training changes	Clerk.
12.3	CB to liaise re date for in house complaints training	CB
13.1	Contact catering company about single use plastic in snacks taken on school trip recently.	HT