



NURSERY • PRIMARY

ABOYNE LODGE

CREATIVE • CURIOUS • CARING

**Meeting of Full Governing Body****Date**

Monday 06 February 2023 at 6 pm

**Location**

Aboyne Lodge School

**Governing Board**

Robert Blok	PAR	Oliver Milton	COP
Adam Brown	PAR Co-Chair	Tina Shaw	LA
Alexandra Farley	PAR Co-Chair	Dan Smith	COP
Nadine Farrar-Hockley	PAR	Keith Smithard	Headteacher
Alex Leech	STF	Tom Walsh	COP
Robert Blok	PAR	Oliver Milton	COP

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

In attendance: Kirsten Landau (School Office) and Anna Thomas (Clerk)

Key: Questions/challenges to headteacher in italics.

**1. Notification of any other urgent business:**

None

**2. Conflict of interest/declarations:**

None

**3. 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.

**4. Headteacher's report.**

Governor's comments and questions.

a) *Were any lessons taken from the first strike and taken forward to manage the next? Any feedback from parents and teachers? Parents raised with me the merit around half a day (given childcare etc. but they were concerned this would reflect as an absence if their child didn't attend.)*

The difficulty with the strike is that teachers in the NEU do not have to say if they are going to take part in the strike action until 8.30am on the day. We were fortunate that the staff taking industrial action were happy to pre-warn the school and we were able to get information out to parents in a timely manner, allowing them to organise child care. In terms of the merit of half a day this was dependent on the structure of the staffing.

b) *I assume teacher numbers opting to exercise their right to strike will be similar on the 15th and 16th March?*

As far as we know yes. There is also action planned for the 1st March.

c) *Are there any specific year groups where these three days will impact them more significantly - what additional support can be provided to help remediate?*

Any child who misses school for a day will be affected. Legally any striking teacher does not have to set work, although staff will do their best to catch up with any work missed. We opened the school for vulnerable pupils, although we only had 5 children who took up the offer, with the rest deciding to stay away. We will offer the same support including access to food for these families during the next strike action.

d) *Great to hear that the India teaching team's visit was a success. Were there any lessons taken from them?*

I am looking to set up links with them so that we have dialogue and further opportunities for our children to build links with schools overseas. It was purely for their teachers to observe us and ask us questions about how the British curriculum works.

e) *Pupil numbers - fantastic! Encouraging, and long may it continue. Is the application process now closed, and are application numbers final?*

No – Reception allocation day is the 17th April, but there could be movement up until September.

f) *Any interest from parents with children in Year 1 regarding a move?*

We have had two new pupils this year. For the moment, this is just a small cohort. I hope that that will grow in the future.

g) *How is the school's new intervention approach working with families with persistent poor attendance?*

Generally, attendance is good here. We have a few families who are taking unauthorised holidays.

h) *Trees - have we got any further with HCC about cutting those trees?*

The school have been in communication with HCC, they have had a look and agreed that the trees are their responsibility.

**Action:** The school will continue to keep up discussions.

i) *Be good to understand either quantitative or qualitative data to understand if Read Write Inc is effective.*

Quantitative data shows that children are making progress across the board. The end of term assessments are happening today and tomorrow. Essentially, the reading lead assesses the number of sounds that the children know as well as reading fluency. The children are then grouped accordingly. Children who stall are then given extra support and focused on.

Data added to Governorhub.

j) *RWI is all Reception children have ever known - any comparative data with prior years in terms of progress?*

As a comparison for Reception End of Autumn term 12/22 (55%) children were not at the expected level of attainment in phonics in 21/22. For the current Reception we have 24% below the expectation in phonics at the same point in the year. It is hard to make comparisons between year groups as they may have different levels of need.

k) *From the HiP visit it was great to see broadly positive feedback on the new assessment process. Following the comments made, is the feedback strategy more prominent in literacy or being applied equally across all subjects?*

This type of feedback lends itself to literacy, although feedback should be taking place in all subjects. The finding has been shared with teaching staff to ensure that they are clearly signposting feedback in all subjects. Teachers to use whole class feedback sheets.

l) *There has been a discussion regarding using a range of pupils' work more frequently, but how can this be assessed to ensure its application?*

All staff have been made aware.

**Action:** This will be followed up using pupil voice.

m) *Safeguarding - can we include periodic reporting?*

There are ranges of things that have been added so far this year. We have asked staff to be more vigilant and add information even if they think it is trivial.

n) *Early years - can you summarise the wish list?*

The list includes mini sheds for different areas of the curriculum to be housed outside and a mud kitchen.

*o) Quality of teaching and learning - what are your plans for a follow up on feedback? Will this be done through your own lesson observations?*

All staff receive feedback on lesson observations. We also have a subject leaders morning where staff speak to the children about feedback and what it looks like in their subject areas.

**Action:** HP to follow up on the work she did next term to see if there are any further developments.

*p) Continuing professional development - there are clear instances where learnings are shared from training that has taken place e.g. maths. Is there a feedback mechanism for other courses?*

It depends on the course and what skill is being learned, but generally staff feedback to the rest of the team in staff meetings, which are planned in. For example, AH went on a Geography course and fed back to staff in the Autumn term.

*q) Should there be an agreed and consistent 'expected behaviour in the classroom for KS1 and KS2 so that children are clear on the do's and don'ts whilst learning? Perhaps a consistent 'code of conduct' would help with classroom behaviour across the school? Particularly whilst the teacher is actively teaching.*

There is an agreed behaviour policy which has been put together and shared with the staff. There are individual classroom rules that are at the discretion of the teachers but we try to use the same system throughout the school. They follow three simple rules – ready, respectful and safe. All staff are expected to deal with behaviour on an equal footing where possible in a kind respectful manner.

## 5. Policy review

The GB were asked to approve three policies: Behaviour, Complaints and Exclusions

**AGREEMENT:** The GB approved the policies as presented. KS presented the EYFS policy. The Early Years (EY) applies to children from birth until the end of their Reception year.

## 6. Budget and Finance

Minutes posted on Governorhub.

**Action:** SVFS to be completed by 31<sup>st</sup> March

The number of children attending Orchards is growing and has the potential to grow further. Staff to have an annual pay review.

**Action:** To be discussed at resources budget meeting.

The 5% teacher pay increase was unfunded and has to be taken from the school's current budget. The increase was budgeted but at a lower percentage.

The Supreme Court has ruled that all workers are entitled to 5.6 weeks of holiday pay. This will have an implication on zero hours, term-time or part year contracts. HCC in discussions around back pay.

**Action:** School to consider budget for next year and whether to factor in backdated pay.

GB discussed the use of the nurse building for premises use in the future.

## 7. Safeguarding Update

See headteachers report.

TS visited the school to check records and satisfied they were up to date.

## 8. Governing Board Health check

**Action:** All governors to complete as many sections as they can before next FGB.

Governors to see the school in action over a proposed Governor Week.

**Action:** AF and AB to plan and share with GB. KS to advise on most convenient date for school.

Ofsted preparations and overview for governors.

**Action:** AB to schedule meeting before next FGB.

## 9. School Assessment plans for 2023

No changes to the assessment plans for 2023. Pupils to be identified who will not be taking the tests or will need modified tests.

## 10. AOB

Advertisement for new governor agreed on. **Action:** All Governors to recommend a place to advertise to AF.

Governor Newsletter to be produced each term. **Action:** Spring term RB.

SWOT analysis of the school. **Action:** AB to start analysis.

Scheduled school visits:

SEN 8<sup>th</sup> February

Health and Safety to be planned March 23

Maths AF date?

Pupil Progress 21<sup>st</sup> and 23<sup>rd</sup> February TW

School Council Meeting RB

HIP 28<sup>th</sup> March

**Action:** KL to add an area for Governors to note reason for visit.

## 11. Future FGB dates:

Academic year 22-23: 20/03; 15/05; 10/07

## 12. Summary of action points

Topic/Title	Action	Owner(s)	Target Date
Tree Cutting	The school will continue discussions with HCC to remedy the situation	Kirsten Landau	01/03/2023
Assessments	SLT and staff to understand if broad range of pupils work is being used and what pupils views are through pupil voice	Keith Smithard	Update next FGB
Teaching and Learning	Hannah Porteous to follow up on the work she did next term to see if there are any further developments.	Keith Smithard	Update next FGB
Budget and Finance	SVFS to be completed by 31 <sup>st</sup> March	Resources Committee	31/3/2023
Budget and Finance	Growth in Orchards numbers. To be discussed at resources budget meeting.	Resources Committee	Update next FGB
Budget and Finance	HCC back pay to be considered in budget for next year.	Resources Committee	Update next FGB
Governing Board HealthCheck	All governors to complete as many sections as they can and send to AB and AF.	All	20.3.2023 Next FGB
Governor Week	Date to be decided. AB and AF to plan and present to GB.	Keith Smithard Alex Brown and Alex Farley	24.2.2023 Next FGB
Ofsted	Meeting to be held to discuss preparations.	Alex Brown	20.3.2023 Next FGB
Governor Advertisement	Recommendations on where to advertise to AF.	All	20.3.2023 Next FGB
Governor Newsletter	Spring term newsletter.	Robert Blok	4.3.2023
SWOT Analysis	AB to begin analysis.	Alex Brown	Update next FGB

School Visits	Governors to note reason of visit each time they attend school.	Kirsten Landau	24.2.2023
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**Signed:**  
**Date:**