

## ABOYNE LODGE JMI SCHOOL

### Minutes of Meeting of the Full Governing Body held on Monday 5 July 2021 on TEAMS

**Present:**

Ms Cecilia Fenech Brincat	COP	Mr Robert Blok	PAR
Mr David Hope (Chair)	COP	Ms Alex Farley	PAR
Mr Oliver Milton	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.	<b>Welcome &amp; Apologies for Absence</b> pologies received from Ms Reeves who is also standing down from the governing body.	
2.	<b>Conflict of Interest</b> The need to declare any conflict of interest should it arise during the meeting was noted.	
3.	<b>Any Other Business for Item 13</b> Parent survey, Y6 classroom and market yard update	
4.	<b>Minutes of the Previous Meeting held on 17 May 2021</b> Agreed as a true record. The Chair will ensure a signed copy is placed in school	Chair
5. 6. 11.2 11.6	<b>Matters Arising from the Minutes</b> <b>Payment from ALSA:</b> A proposal is being put together for some financial help with the IT upgrade. To be followed up in RC <b>Future Strategy:</b> The Chair spoke to the new head who indicated that he would prefer to start with an open mind, work with staff and then come to governors with thoughts that can work on together. <b>Annual Statement to Parents:</b> Chair finalising it and will circulate to governors for comment before publication. Some concern was raised about asking for donations at this time. The chair emphasised that the content highlights the need for donations rather than specifically requesting payments. All other actions either complete or on the agenda	
6.	<b>Report from School Improvement Committee (SIC) held on 11 June 2021</b> The minutes of the meeting held on 11 June 2021 were noted. Business	

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	<p>included staff survey follow up, SEF update, pupil premium (PP) and CSV report on disadvantaged children (3 governors and HT attended a HfL convened meeting).</p> <p><b>Staff Survey:</b> Ms Brincat met with staff to follow up the staff survey. They expressed appreciation of engagement with governors re the building and recruitment of new HT and would like to see continued contact.</p> <p><b>CSV report:</b> useful report widening the definition of disadvantaged children. HT will circulate to all. Useful actions to consider.</p> <p><b>Equalities and Diversity:</b> possible priority for next year's SDP.</p> <p><b>Pupil Progress Meetings:</b> happened this week. Completing breakdown of data for new HT and Autumn SIC. Each year is weaker in writing because of lockdown so a priority for next year. As is dealing with boys reluctant to learn. SATS this year would have been good – without any last-minute pushes as happens prior to SATS, reading and writing are in the high 70s% and maths is 82%. <b>Q:</b> was reading not an issue too? <b>A:</b> Comprehension was weak after lockdown, but the scheme adopted to catch up has gone well and will be repeated. Every class except Y2 in high 70s%. Y2 has higher number of PP pupils as does Y5. The PP data post lockdown is not good with almost all working towards (just a few at age related). Maths is largely strong, with exception of Y2 as above.</p> <p>The CSV report suggests link governors for the foundation subjects. Agreed that the list of links which is reviewed at the first meeting of the academic year should be reviewed prior to the meeting.</p>	<p>HT</p> <p>Oct FGB</p>
7.	<p><b>Report from Resources Committee (RC) held on 2 July 2021</b></p> <p>The minutes of the meeting held on 2 July were noted. Business included the budget, staffing, nursery, and premises.</p> <p><b>Budget:</b> A response from HCC is awaited to the potential deficit budget for 2021-22 – not yet replied to Chair's email about what is expected re a recovery plan. The HT read out a recent communication which says HCC are advancing £25k to support July payments and work on the recovery plan. Forwarded to the Chair who will follow up the communications with HCC.</p> <p><b>Nursery:</b> See Part 2 minutes</p> <p><b>H&amp;S:</b> not carrying out audit on old building as about to move out of it and H&amp;S assessment on new building done by contractors. Therefore, to revert to normal H&amp;S cycle in autumn.</p>	
8.	<p><b>Update on New School Building</b></p> <p>On schedule for handover at the end of term. Waterproofing being sorted and quality inside looking good. Governors are welcome to join walk around at 10 am on Thursday morning – must have a negative lateral flow test.</p>	
9.	<p><b>Headteacher's Report</b></p> <p>The HT had reviewed the School Development Plan (SDP) with staff and collated their responses. Staff were then given free rein to suggest their priorities for next year – writing, arts, diversity, and sustainability popular. Bearing in mind the context, a lot has been achieved this academic year. Key for next year's plan will be the actions required to get pupils back on track.</p>	

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	<p><b>Q:</b> what concerns are there about catch up? <b>A:</b> Lower half of school have missed more and will have to work to make up – Y3 missed Y2 push on writing, Y2 missed phonics in Y1, Y1 missed social and emotional development in YR. Will take time to catch up, but back on track materials are good and will be re-used. Maths very good and build on rest. <b>Q:</b> do you have a plan to look in more detail at what has been missed? <b>A:</b> yes, each teacher asked to make a list of missed teaching and lost learning so specific information on each child can be provided to next year’s teacher. In addition, the collated information will be available to subject leaders. Updating on SDP progress will be on the October FGB agenda. Governors also asked if a simpler format could be used possibly enabling RAG rating.</p>	Oct FGB
<b>10.</b>	<p><b>Safeguarding Update</b> HT with Mrs Clinton has been overhauling the safeguarding filing system.</p>	
<b>11.</b>	<p><b>Governor Visits</b> No governor visits to report apart from meetings re the building and Mrs Shaw attended the pupil progress meetings. The importance of both signing the governor register when going into school and writing up a report of any significant engagement with staff/in school was emphasised. It was pointed out that the register would not be up to date as it did not account for remote meetings with staff. Further it has been missing the past few weeks. All governors to take responsibility for listing their remote interactions with school and sending to be added to the governor register. The latter’s whereabouts will be followed up by the HT.</p>	HT/All govrs
<b>12.</b> <b>12.1 &amp; 12.4</b>	<p><b>Governance Matters</b> <b>FGB Membership:</b> The chair is awaiting confirmation of continuing interest from the one possible governor who responded his adverts. If received, he will circulate her CV and she will attend the next FGB meeting – where she can be appointed as a co-opted governor. Ms Reeves departure means another c-opted vacancy and Mr Hope himself indicated his intention of giving up both the chair and his governor role in October. This would be two or three co-opted vacancies which ideally should not be filled by parents. Ms Reeves was thanked for her input and time as a governor over the past three years. Ms Fitzgibbons indicated that she is reviewing her commitments and will decide in the autumn whether her workload will enable her to remain. Ms Lockwood’s term as staff governor finishes at the end of October and if she does not wish to continue, there will be a staff election. Between now and October, it was decided to have discussions about the roles of Chair and Vice Chair after October and other roles and responsibilities across the GB. If roles are shared, the importance of clarity re who does what is very important. Chair to initiate chat with a view to being clear about roles by the first meeting in October. Note existing list is in Key Documents on GH.</p>	Chair/all govrs/Oct FGB
<b>12.2</b>	<p><b>Training &amp; Development:</b> Governors encouraged to keep their own training up to date by accessing HfL online courses. Consider whether to adopt the progression mapped out on the GREAT (Governor Recruitment, Education</p>	

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<b>12.3</b>	<p>and Training) pathway. NB Training link governor often now referred to as Recruitment, Education and Training link.</p> <p>The HT recommended governors involve the HIP in a preparation for Ofsted session but indicated there is no immediate rush as Ofsted are only starting proper inspections in September and have a backlog. Better to wait until governor vacancies filled and know more what is happening.</p> <p><b>Governor Induction Pack:</b> Chair is finalising revision of content and will circulate it to governors.</p>	Chair
<b>13.</b> <b>13.1</b>  <b>13.2</b>  <b>13.3</b>  <b>13.4</b>	<p><b>Any Other Business as notified in Item 3</b></p> <p><b>Parent Survey:</b> Ms Farley has drafted a survey based on the Ofsted parent questionnaire. To share with governors and distribute before term ends. Outcomes to be collated for October FGB. Staff to be informed it is happening.</p> <p><b>Year 6 Classroom:</b> Mr Milton reported that HCC are to look at the building with a view to getting rid of it. It will be redundant after the move to the new building and leaked considerably last week.</p> <p><b>Market Storage Yard:</b> Have met with the Council re their plans for a four-storey residential block to be built on the site and further meeting this month. There are concerns about being overlooked and over shadowed, but governors are attempting to engage with them and see what can benefit the school. Have proposed a new all-weather surface where the Y6 building is currently with permanent markings for different games. It was suggested that we could also think about a toilet for the field which would improve its letting capacity.</p> <p><b>Appreciation:</b> The Clerk is standing down after 9 years and the Chair thanked her for her contribution. He then went on to thank the HT for everything she has done at Aboyne Lodge over the past 11 years. A gathering with staff and governors has been arranged to mark Mrs Abley's retirement.</p>	AF/Oct FGB
<b>14.</b>	<p><b>Dates of Meetings 2021-22</b></p> <p>4 October. 2021. Mondays at 6 pm</p> <p>6 December</p> <p>7 February. 2022</p> <p>21 March</p> <p>16 May</p> <p>4 July</p> <p>Format to be determined, but locally some schools looking at one remote and one in person meeting each term.</p>	

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Signed: .....  
(Chair)

Date: .....

## ACTION SUMMARY FGB 05 07 21

Item	Action	Who/Where
4.	Signed copy of minutes of 19 May 2021 to be placed in school	Chair
6.	Circulate CSV report on disadvantaged children.	HT
6.	Review list of link governors prior to Oct FGB	Oct FGB
7.	Set up nursery working party	Oct FGB
9.	Progressing SDP for approval in second half of term	Oct FGB
11.	Ensure the governor register is both found and up to date with any remote interaction governors have had with staff	HT/All govrs
12.1 & 12.4	Chair to initiate chat to review roles and responsibilities of governors. Election of chair/vice chair, committee membership and link roles on first agenda of the new academic year	Chair/all govrs/ Oct FGB
12.3	Finalise governor induction pack and circulate to governors	Chair