

## ABOYNE LODGE JMI SCHOOL

### Minutes of Meeting of the Full Governing Body held on Monday 6 July 2020 on TEAMS

**Present:**

|                            |     |                     |     |
|----------------------------|-----|---------------------|-----|
| Ms Cecilia Fenech Brincat  | COP | Mr Robert Blok      | PAR |
| Ms Sally Cameron Griffiths | COP | Ms Alex Farley      | PAR |
| Mr David Hope (Chair)      | COP | Ms Emma Fitzgibbons | PAR |
| Mr Oliver Milton           | COP | Ms Clare Sayce      | PAR |
| Ms Joanne Reeves           | COP | Mrs Amanda Abley    | HT  |
| Ms Tina Shaw               | LA  |                     |     |

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>                               |               |           |  |    |                                                                                |             |      |     |                                                                       |    |            |          |                                             |    |               |       |                                                                              |                                             |  |  |
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| <b>1.</b> | <b>Welcome &amp; Apologies for Absence</b><br>Ms Lockwood's apologies were received and accepted by governors.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                             |               |           |  |    |                                                                                |             |      |     |                                                                       |    |            |          |                                             |    |               |       |                                                                              |                                             |  |  |
| <b>2.</b> | <b>Conflict of Interest</b><br>Governors were reminded to declare any conflict of interest should it arise during the meeting and withdraw from that item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                             |               |           |  |    |                                                                                |             |      |     |                                                                       |    |            |          |                                             |    |               |       |                                                                              |                                             |  |  |
| <b>3.</b> | <b>Any Other Business for Item 12</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                             |               |           |  |    |                                                                                |             |      |     |                                                                       |    |            |          |                                             |    |               |       |                                                                              |                                             |  |  |
| <b>4.</b> | <b>Minutes of the Previous Meeting held on 18 May 2020</b><br>Agreed as a true record. The Chair will sign the minutes and send a copy to school. In addition, to send the minutes of an Extraordinary FGB meeting held in June to the Clerk for approval at the next meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Chair</b>                                |               |           |  |    |                                                                                |             |      |     |                                                                       |    |            |          |                                             |    |               |       |                                                                              |                                             |  |  |
| <b>5.</b> | <p><b>Matters Arising from the Minutes of 18 May 2020</b></p> <p>To consider matters arising from the minutes not already on the agenda</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Item</th> <th style="width: 50%;">Action</th> <th style="width: 20%;">Who/Where</th> <th style="width: 20%;"></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">4.</td> <td>Chair to sign and date Jan &amp; Mar FGB minutes and send to school electronically</td> <td>Clerk/Chair</td> <td style="text-align: center;">Done</td> </tr> <tr> <td style="text-align: center;">5.5</td> <td>Continue to carry forward gift aid registration until it is completed</td> <td>EF</td> <td style="text-align: center;">Registered</td> </tr> <tr> <td style="text-align: center;">5.5.12.7</td> <td>Carry forward completion of policy schedule</td> <td>HT</td> <td style="text-align: center;">Autumn Cttees</td> </tr> <tr> <td style="text-align: center;">5.12.</td> <td>Future School Structure Options: financial analysis, succession options, and</td> <td>Working Group/HT/All Governors/<b>July</b></td> <td></td> </tr> </tbody> </table> | Item                                        | Action        | Who/Where |  | 4. | Chair to sign and date Jan & Mar FGB minutes and send to school electronically | Clerk/Chair | Done | 5.5 | Continue to carry forward gift aid registration until it is completed | EF | Registered | 5.5.12.7 | Carry forward completion of policy schedule | HT | Autumn Cttees | 5.12. | Future School Structure Options: financial analysis, succession options, and | Working Group/HT/All Governors/ <b>July</b> |  |  |
| Item      | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Who/Where                                   |               |           |  |    |                                                                                |             |      |     |                                                                       |    |            |          |                                             |    |               |       |                                                                              |                                             |  |  |
| 4.        | Chair to sign and date Jan & Mar FGB minutes and send to school electronically                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Clerk/Chair                                 | Done          |           |  |    |                                                                                |             |      |     |                                                                       |    |            |          |                                             |    |               |       |                                                                              |                                             |  |  |
| 5.5       | Continue to carry forward gift aid registration until it is completed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | EF                                          | Registered    |           |  |    |                                                                                |             |      |     |                                                                       |    |            |          |                                             |    |               |       |                                                                              |                                             |  |  |
| 5.5.12.7  | Carry forward completion of policy schedule                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | HT                                          | Autumn Cttees |           |  |    |                                                                                |             |      |     |                                                                       |    |            |          |                                             |    |               |       |                                                                              |                                             |  |  |
| 5.12.     | Future School Structure Options: financial analysis, succession options, and                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Working Group/HT/All Governors/ <b>July</b> |               |           |  |    |                                                                                |             |      |     |                                                                       |    |            |          |                                             |    |               |       |                                                                              |                                             |  |  |

## ABOYNE LODGE JMI SCHOOL

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|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | structures to be drawn together for discussion with HT and then information to governors    | <b>FGB Agenda</b>      |                  |                             |
|           | 5.13.3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Chair to follow up and circulate document re governor self-review                           | Chair                  | Carry forward    | <b>Chair/Oct FGB Agenda</b> |
|           | 6.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Virtual Meetings Policy to be topped and tailed & put on GH                                 | Admin/Clerk            | To go on GH - HT |                             |
|           | 9.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Liaison with ALSA re spending plans                                                         | RB                     | Note below       |                             |
|           | 9.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Update on income from parents.                                                              | <b>July FGB Agenda</b> | Carry forward    | <b>Oct FGB Agenda</b>       |
|           | 11.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Post revised Child Protection policy on GH                                                  | HT                     | Done             |                             |
|           | 13.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Include response to loss of learning for pupils on July FGB agenda (in lieu of SIC meeting) | <b>July FGB Agenda</b> |                  |                             |
|           | <p><b>5.9 ALSA Liaison:</b> Mr Blok communicated with ALSA. Their income is reduced, but they are still able to commit funding towards the Teaching Assistant (TA) costs.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                             |                        |                  |                             |
| <b>6.</b> | <p><b>Headteacher's Report</b></p> <p>The HT's report had been posted in advance. She outlined the part time bubble arrangements, being a common model in Herts, with each bubble having a teacher, TA and MSA. The smaller keyworker group had had two TAs, but a teacher has now joined them. Offer to return to school made to parents again at end of June and report reflects up to date attendance which is unlikely to change prior to the end of term in two weeks.</p> <p>The challenge now is arrangements for September and working through the guidance from government and Herts. Vulnerable staff are either back now or likely to be back in September. Children will be taught in rows with the teacher at the front of the class, the starting point will be age-related curriculum and assessment will be used to identify gaps. Discouraged from testing. There will be some money (possibly £14k) to help with catch up learning, but will await further guidance and the number of children. School can benefit from the Covid fund as there is a deficit budget so claimed about £4.5k towards additional expenses.</p> <p><b>Q:</b> how has parent feedback on home learning been? <b>A:</b> Good. No work will be set over the summer, but can still access what is already available online. Agreed the HT will remind parents in the newsletter.</p> <p><b>Q:</b> what are you doing to support disadvantaged children? <b>A:</b> Await guidance from HfL. Majority are engaging. Mrs Clinton keeps in touch by phone and email with SEN children and SLT are in touch with pupil premium pupils.</p> |                                                                                             |                        |                  |                             |

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|            | <p>Await September, but likely to be greater differentiation.</p> <p>Governors noted recent events where a member of the school community had tested positive for Covid-19. The HT took advice from Public Health England and HfL and communicated with everyone as advised. It was also noted that the Y1 bubble had closed, not as a result of the positive test, but because of overall staffing issues. <i>Mrs Fitzgibbons joined the meeting</i></p> <p>Following the communication with parents, very few had contacted the HT with concerns. Some governors had heard from other parents and it was suggested that it would be helpful to be able to give advice as to whether there are implications for contact with other vulnerable people. It was recognised that this would be helpful, and discussed thoroughly by governors, however, it was equally recognised that the HT could only communicate as advised and in accordance with data protection. It was agreed that the Chair will receive an update later in the week, and if there is to be further communication, greater detail will be added provided GDPR is not breached.</p> <p><b>PSHE Curriculum:</b> Has been implemented with Y6 parents having to deliver RSE to their children.</p> <p><b>School Development Plan:</b> to come to October FGB. Priorities will be rolled over with additions re closing any learning gaps.</p> <p>Mr Blok conveyed the appreciation of a parent about everything that the HT and her staff have been doing in very difficult circumstances. The HT herself said that a lot of positive feedback has been received from parents and their support is appreciated.</p> | <b>Oct FGB<br/>Agenda</b> |
| <b>7.</b>  | <p><b>Update on Priority School Building Programme (PSBP)</b></p> <p>Astroturf laid, but has to come up again in summer; sample table for dining hall received; storage is an issue, ALSA have indicated their willingness to fund a container on site and once the generator is moved, will know if there is enough room; target completion of nursery is 17 August which is very tight to be ready for end of term and does not allow for slippage; an issue will be removal of furniture from hall to reception block and this will be taken up with contractors; noted that have to pay for new items like soap and towel dispensers so putting back old ones and will review needs in due course; overall the mismatch as to what can and cannot fit into the temporaries was noted along with the reduced budget of the contractors so will have to put pressure on to ensure they pick up the moving back of the furniture.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                           |
| <b>8.</b>  | <p><b>Safeguarding Update</b></p> <p>No issues to bring to governors' attention.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                           |
| <b>9.</b>  | <p><b>Resources Committee Business</b></p> <p>No update since the deficit budget was submitted to County. They are to meet with school to review the figures and discuss the way forward, hopefully before the end of term.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                           |
| <b>10.</b> | <p><b>Future School Structure Working Party</b></p> <p>See Part 2 minutes</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                           |

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| <p><b>11.</b></p> <p><b>11.1</b></p> <p><b>11.2</b></p> <p><b>11.3</b></p> <p><b>11.4</b></p> <p><b>11.5</b></p> <p><b>11.6</b></p> | <p><b>Governance Matters</b></p> <p><b>FGB Membership:</b> full complement of governors. Mr Hope’s term of office ends in November.</p> <p><b>Training:</b> All on Governor Hub now. Governors encouraged to do online training, including Safer Recruitment training as currently only one governor done it. Bring forward in house session next term.</p> <p><b>Keeping Children Safe in Education (KCSIE):</b> updated and all governors encouraged to read over the summer as will be asked to declare that read and understood it in the Autumn. Clerk will post link.</p> <p><b>Link Governor Activity:</b> Governors encouraged to follow up on key links with school staff eg safeguarding, SEND</p> <p><b>Annual Governance Statement for Newsletter:</b> Chair to draft content and to include a reminder to parents for donations to school funds.</p> <p><b>Election of Chair &amp; Vice Chair:</b> Both the current Chair (Mr Hope) and Vice Chair (Ms Cameron Griffiths) wish to stand down. The Chair’s term of office as a governor ends in November, and the Vice Chair wishes to stand down as Chair of School Improvement Committee and as a governor because of time constraints. Both have been involved as governors and officers for some time. There being no immediate nominees, both Mr Hope and Ms Cameron Griffiths agreed to stay on until the first meeting of the new academic year on 5 October 2020. It was noted that different arrangements are possible eg Co-Chairs. SIC meetings could also be held in the evening to facilitate MS Cameron Griffiths’ continued involvement. The clerk will post role descriptors for officers on GH and the matter will be on the October agenda.</p> | <p><b>All Govrs</b></p> <p><b>All Govrs</b></p> <p><b>Link Govrs</b></p> <p><b>Chair</b></p> <p><b>Clerk/Oct FGB Agenda</b></p> |
| <p><b>12.</b></p>                                                                                                                   | <p><b>Any Other Business as notified in Item 3</b>    None</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                 |
| <p><b>13.</b></p>                                                                                                                   | <p><b>Date of Next Meetings</b></p> <p>Meetings to be held remotely for the time being at 6 pm. Dates agreed for 2020-2021:</p> <p>5 October &amp; 7 December 2020</p> <p>25 January &amp; 22 March 2021</p> <p>17 May &amp; 5 July 2021</p> <p>It was felt that 5 October gives time to see how the new arrangements are settling in. The HT will post revised risk assessment and alert the Chair if there are any key issues before 5 October.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p><b>HT</b></p>                                                                                                                |

Signed: .....  
(Chair)

Date: .....

## ABOYNE LODGE JMI SCHOOL

### ACTION SUMMARY

| Item     | Action                                                                                                                  | Who/Where            |
|----------|-------------------------------------------------------------------------------------------------------------------------|----------------------|
| 4.       | Send signed minutes (18 May 2020) to school and send June Extraordinary meeting minutes to Clerk                        | Chair                |
| 5.5.13.3 | Governor Self Review – Chair to follow up and Oct FGB                                                                   | Oct FGB Agenda       |
| 5.9      | Update on income from parents                                                                                           | Oct FGB Agenda       |
| 6.       | School Development Plan to September FGB for approval                                                                   | Oct FGB Agenda       |
| 11.2     | Keep up training online, including Safer Recruitment training.                                                          | All Govrs            |
| 11.3     | Read updated KCSIE advice over summer                                                                                   | All Govrs            |
| 11.4     | Follow up key links with school staff                                                                                   | Link Govrs           |
| 11.5     | Chair to draft annual governor communication with parents for newsletter, emphasising need for donations                | Chair                |
| 11.6     | All to think about roles of Chair/Vice Chair prior to next meeting and the Clerk will post role descriptors.            | Clerk/Oct FGB Agenda |
| 13.      | HT to publish on GH revised risk assessment and keep Chair up to date with changes and issues prior to next FGB meeting | HT                   |