

Aboyne Lodge JMI School

Minutes of a meeting of the Full Governing Body held on Monday 4 October 2021 at 6 pm

Ms Cecilia Fenech Brincat	COP	Mr Robert Blok	PAR
Mr David Hope	COP	Ms Alex Farley	PAR
Mr Oliver Milton	COP	Ms Emma Fitzgibbons	PAR
Ms Tina Shaw	LA	Ms Clare Sayce	PAR
Mr Keith Smithard	HT	Ms Rachel Lockwood	STF

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

LA = Local Authority Governor

In Attendance: Andrew Maher (clerk)

Key: Questions/challenges to headteacher in **Red**. Action points in **Green**.

- 1. Notification of any other business:** none
- 2. Conflict of interest with agenda items:** none
- 3. Reminder of confidentiality:** read & accepted

4. Election of Chair/ Vice chair

The meeting voted to elect Co-vice chairs to share the role of Chair.

There were no nominations for the role of Vice Chair.

Plea from new Co-chair for all governors to share responsibilities.

Discussions to continue about developing roles and responsibilities across the GB.

5. Minutes of the last meeting and matters arising

Agreed as a true record. The Chair will ensure a signed copy is placed in school. **Action: Co-chair**

Discussion about link governors for the foundation subjects. Agreed that links should be based on governors' interests, to be canvassed before next FGB: **Action: HT to share list of proposed governor link roles with clerk & chairs; then chairs to consult and finalise roles.**

The pandemic has disrupted Governors' opportunities to visit. All governors to list remote interactions with school to be added to the governor register. Governor visits and curriculum support to be developed, following identification of interests.

Governor Induction Pack: In process of development. **Action: Former Chair to bring to next meeting.**

6. Governor business

Allocation and confirmation of committee membership and key roles.

Committee membership, Chairs and scribes confirmed. **Action: Co-chairs each to join one committee.**

Election of Staff Governor

No declared interest in Staff Governor role. Present Governor prepared to continue in the role, until a new Staff Governor can be appointed. **Action: HT to advertise role and discuss the role with possible candidates.**

Election of Parent Governor – term expires January 2022.

Deferred to next meeting

Co-opted Governors discussion

Discussion took place about developing school approach to governor vacancies.

A candidate for Co-opted Governor has shown interest in joining.

Action: Co-chair to invite interested party to next FGB. HT & chairs to lead on co-option. All governors to be involved.

A wider approach to recruiting considered to attract new governors and the role of link governor to be developed.

Action: HT to set out proposed roles for link governors and look at ways of reaching out to local community.

7. Governor annual declarations/ details check

Governors reminded of the need to confirm all declarations on GH. **Action: All Governors to confirm.**

8. Headteacher's report

Report accepted by governors. HT to update the report over course of the year.

Discussion around nursery and possibility of closing it down as the school is running a financial deficit due to under-recruitment. Music specialist has resigned and will not be replaced. Music teaching to be responsibility of all staff.

Pupil outcomes data discussed this is old data , 2017-19, and a slight downward trend identified.

Q Why is there a gap between boys writing & reading? How long will it take to make an impact?

A: Strategy: to ensure reading & writing & phonics are targeted effectively in early years.

Pupils who struggle to be identified and given extra support. Phonics to be used consistently to develop effective writing skills.

In Maths, the curriculum is being developed through the Mastery in Maths programme. A three-to-four year programme to become fully integrated. Early adoption of the programme is expected.

Baseline assessment has been introduced in Reception.

Q How do you understand the causes of poor writing?

A: Strategy is about how teachers teach and what interests and engages children.

Steps to improve attainment are to be built in from early years.

Work needs to be done on resequencing the curriculum to avoid leaving things to chance.

Q How are teachers identifying gaps in learning?

A: Teachers liaise and have discussions to identify progress and track individuals. A spreadsheet grid is used in maths teaching, to identify learning taking place in different settings, so that teachers are aware of individuals' attainment in transitions between years.

Q How do you keep children motivated?

A: Disadvantaged pupils tend to perform less well than their peers. There needs to be a clear focus on developing the curriculum so that teachers can adapt their teaching to incentivise pupils.

Q What about putting strugglers down to earlier year to catch up?

A: This can be a huge dis-incentive to pupils, who tend to perform better in their peer groups. Catch-up money is being used appropriately to identify and provide tutor support for those falling behind.

Effects of Covid discussed.

Q At what point would you close a class?

A LA guidance suggests 5 cases or 10 % of a class. But HT declares intention and desire to get back to normal.

A weekly bulletin is now published, to improve communication with parents.

9. SIC update

Report on recent meeting of SIC committee. School Development Plan to concentrate on Curriculum improvement.

Action: HT to run session for governors on curriculum.

10. Parent Survey review

Discussion takes place. Governors agreed that PS was a helpful process that will become an annual event. The response rate was good and comments were mostly positive. A behaviour issue identified in the survey to have a response.

Action: Co-chairs to work with HT to develop parental response.

HT to share and discuss findings with staff.

11. Safeguarding

Records now being kept digitally and paper records dispensed with.

Single Central Record confirmed up to date.

Update training for staff took place at start of year.

12. Governor Impact carried forward to next meeting

13. Clerk's update to be shared through GH

14. AOB. None

15. Future dates

Mondays at 6 pm: 6 December,
2022, 7 February. 21 March, 16 May, 4 July