



NURSERY • PRIMARY

ABOYNE LODGE

CREATIVE • CURIOUS • CARING

## Meeting of Full Governing Body

Date

Monday 5 February 2024 at 6 pm

Location

Aboyne Lodge School

## Governing Board

Governing Board			
		Dan Smith	COP
Adam Brown	PAR Co-Chair	Keith Smithard	Headteacher
Alexandra Farley	PAR Co-Chair	Tom Walsh	COP
Nadine Farrar-Hockley	PAR	Flavio Tozzi	COP
Charlotte Scanlon	COP	Alex Leech	LA
Hannah Porteous	STF	Emma Betteridge	PAR

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

In attendance: Anna Thomas (Clerk),

Key: Questions/challenges to headteacher in italics.

### 1. Welcome and apologies for absence: Alex Farley

AT confirmed the meeting is quorate.

### 2. Notification of any other urgent business:

The board voted in Emma Betteridge as a Parent Governor for a four-year term. One parent governor space remains to fill the 12 spaces on the constitution.

### 3. Conflict of interest/declarations:

None

### 4. 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.

Topic/Title	Action
Tree surgeon report	KL to upload report to GovHub, tree that requires attention is on local authority land. Complete. Tree surgeon booked to visit the school and contacting the council, trees overhanging the early years playground.
Outside area	Timeline. Visits have continued, final budget and work being confirmed. Ground works is highest cost. Add to next Resources Committee agenda.  Committee discussed crowd funding, local community fundraising, alumni,

	Timescale, aim to complete in the summer holidays.  Communication to parents and local community.
Governor Newsletter	To include skills-based recruitment of new parent governor.
Health & Safety	Finger guards to be added to all doors used by children. Add to the DfE list to be reviewed. Mostly complete, ongoing.

## 5. Headteacher's report.

Governor's comments and questions.

- a) *How are the teachers finding the 'lesson studies'? How did you choose the groups? What is the success criteria?*

Some teaching staff were initially worried about the introduction of the group work, but they are all now finding it ok. The feedback since introducing this new idea has been good, staff are enjoying the opportunity to learn and share best practice. The next HIP visit will include time with the 'lesson studies', get involved and give practical support. The groups were chosen based on the key stages and the needs highlighted by OFSTED within them. The aim is to have a balance of staff within each group. It is proving helpful by sharing with teaching staff key phrases to use in class and modelling behaviour. The aim is to continue the lesson studies every year. It is too early to judge the outcome of this training. When the Head observes the lessons, the focus and reasoning behind them, this will be the success criteria for improved clarity of teacher instruction.

- b) *The number of applications to join in September has dropped to 17 so far, does this correlate to the number of visits? How does this compare to other local schools?*

The school had lots of visits of potential parents, the school has not received any feedback from them. KL explained the applications and the breakdown of where the pupils are coming from. The low numbers are a worry and will affect the finances, but there will be additions throughout the summer holidays and before September. From what we know at this stage some local schools are also down on numbers and some have the same number they normally would do.

- c) *The school's KS2 data is impressive compared with local schools, how can we share this with prospective parents?*

KS and HP talked through the data with the governing board. The board felt the results would attract parents to the school and show the school's strengths. Some of the data is already on the website but the school could make it more obvious to prospective parents, perhaps by sharing in the local paper or on social media. The writing scores are thoroughly assessed. Teachers attend moderation clusters and are internally moderated. A greater depth score is hard to attain.

- d) *What are the reasons behind the number of children leaving the school?*

The children that have recently left the school have moved overseas or further away in the UK.

- e) *What is the explanation for the length of exclusion?*

KS gave limited detail on the exclusion as it is an ongoing case, and the school is currently working with the CPLSO and STEPS county lead. The length of exclusion is decided by the Head and is for the safety of the pupil and the staff. KS has followed the appropriate steps and informed the Chairs of the Committee. All documents are being filed according to the guidelines. Governor requested that if the pupil is SEN that this is also considered going forward. NFH and AF to support KS.

## 6. Policy Review

Low Level Concerns Policy (standardised). Agreed by the Governing Board.

## 7. School Development Plan Update

See Headteacher's report.

## 8. Governor Business

New year reminder. Governors should be reminded of their duty to confidentiality at each meeting because it reinforces the governor code of conduct which outlines their commitment and expected behaviours within the role.

- Governor visits

CS summarised her English visit on 2<sup>nd</sup> February. See report on GovHub. A great opportunity to talk to the children and visit the classrooms, overall impressed with the observations made and the expectations in class. Next visit to include a book look.

AB carried out a Health & Safety visit, no major concerns. See Head's Report. Stepping stones and divits are an ongoing concern but will be solved with the planned regeneration of the area.

- School Website. It is the governing board's responsibility to ensure that statutory information is published.

- Governor week. Date agreed as week commencing **17 June 2024**.

- UK Power Update. Visit on the 20 February to include an eco-investigation.

## 9. Safeguarding

FT shared handouts from recent Safeguarding training and reminded the board about the process of what to do in the event of a disclosure. Please read the handouts and ask if you have any questions.

No further concerns.

## 10. Resources Committee update

Interim meeting held last week was helpful. Projected low pupil numbers will lead to a deficit, county to be informed. A busy time of year for the Resources Committee. SVFS to be presented at the next meeting.

## 11. School Improvement Committee update

See Headteacher's Report.

## 12. AOB

The board discussed how other schools improved their financial position. Continue to rent out hall and fields. Possible Christmas parking, to be discussed further.

## 13. Summary of action points

Topic/Title	Action	Owner(s)	Target Date
Outsite Area	Head to contact County to inform them it is an urgent need following OFSTED report.	KS	Next FGB
	Write a bid.	DS	
	Parent volunteers		
	Governor's letter focussed on playground refurbishment.	All AF and AB	
	Add to Resources Committee Agenda	Resources	
	Gift Aid and Aboyne Lodge Foundation	KS	
Children's Committee			

Governor Newsletter	School Office to resend to encourage another parent to join the governing board.	School Office	Next FGB
KS2 Data	Abbey School visit. Look at how Aboyne Lodge and Abbey School are assessing their writing.	KS/HP	Sept 24
Training	NFH to attend exclusion training.  New governors to attend 'New Governor Induction' and 'Safeguarding Children'  NSPCC and National College training websites.  Add all training to GovHub.	NFH  AL, HP, EB  All	
GDPR Policy	Governing Board to review and feedback comments to KS.	All KS add to GovHub	Next FGB
UK Power	Update after visit on 20 February.	KS	Next FGB
Skills Audit	Governor skills set audit after SVFS.	AB and AF	July 24
Resources	Contact county to make them aware of end of term deficit.	KS Resources Committee	Next FGB

The next FGB will take place on the 18<sup>th</sup> March 2024.

**Signed:**

**Date:**