

ABOYNE LODGE JMI SCHOOL

Minutes of Meeting of the Full Governing Body held on Monday 22 January 2018

Present:

Ms Sally Cameron-Griffiths	COP	Mr Robert Blok	PAR
Mr David Hope (Chair)	COP	Mr Birgir Scheving	PAR
Ms Tina Shaw	LA	Ms Emma Fitzgibbons	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.	<p>Welcome & Apologies for Absence Apologies were received from Mrs Roach and Mr Irwin, and were accepted. Both are unwell. Ms Brincat's apologies also accepted (on maternity). Ms Fitzgibbons was welcomed to her first meeting as a new parent governor.</p>	
2.	<p>To Note the Need to Declare any Conflict of Interest Governors were reminded to declare any conflict of interest should it arise during the meeting and withdraw from that item</p>	
3.	<p>To Receive notification of any other business for Item 14 None recorded.</p>	
4.	<p>Minutes of the Meeting held on Agreed as a true record and signed by the Chair</p>	
5. 5.6.8 5.6.10 7. 7. 9. 9.1 9.2	<p>Matters Arising from the Minutes not already on the Agenda Governor References are all done and in hand for new governor. Governor Skills Audit – carry forward Field/Fence - cleared Funding for Field Development – ongoing in Resources Committee (RC) Consistent Signing Out of children at After School Clubs – all clubs written to by the Head Co-opted Governor – efforts to continue to find a non-parent co-opted governor and noted a second will be needed by the end of the summer term when Mrs Roach leaves. Governor Visits – Sports Premium visit completed and report to come to next FGB meeting. Ms Cameron Griffiths to put forward SEN written report once agreed with staff.</p>	<p>TI</p> <p>All Govrs</p> <p>TI</p>
6.	<p>Report from School Improvement Committee (SIC) The minutes of the SIC meeting held on 12 January were circulated in advance and were noted. Business included review of school development</p>	

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	<p>plan (SDP) progress, quality of teaching, safeguarding and sports premium spending. Questions were asked:</p> <p>Q: Referencing stated improvement in behaviour, to what extent was there a problem with behaviour beforehand? A: It became apparent last term that some behaviour difficulties were having a knock on effect on staff and pupils. In response, the school reviewed its behaviour management strategy and instigated training for TAs and lunchtime supervision staff as well as lunchtime cover from SLT daily if required. The situation changed of its own accord and there is now a significant improvement in behaviour.</p> <p>Q: Will there be rules around the introduction of a dog into school? A: Yes, parents will be able to opt their child out of contact. Q: Will the dog be on the lead? A: No, it will be trained appropriately and will largely be in the learning zone with a rota for walks. Q: Is there a cost? A: Yes, from next year's budget. Q: What is the rationale? A: There is research as to how contact with a school dog (and there are others locally) can improve progress especially for special needs (SEND) children. Dogs are trained to sit with their head on the knee of a child whilst they are reading and reading levels esp for SEND children can improve a level in a year. The dog will be non-allergenic.</p> <p>Q: Collection of Y1-5 children is referenced in the minutes – what about Reception children? A: Yes, likewise and minutes will be amended for next SIC meeting.</p>	
<p>7.</p>	<p>Report from Resources Committee (RC)</p> <p>The minutes of the RC meeting held on 19 January were circulated in advance and were noted. Business included budget update, nursery, school donations, school security and review of pay & appraisal policy. The RC Chair highlighted the following:</p> <ul style="list-style-type: none"> - Priority School Building Programme (PSBP) Update: Is now out for final funding approval. Hope it will be back by the end of the month to be followed by tender process and planning application. - Mr Hope and Mr Blok have met with SADC about funding for developing the playing field and facilities. Unlikely to be in time for funding currently available, but informed about rules which require any development in the area to also support local projects. School to put together proposal which SADC will put forward to developers as appropriate. Encouraging development and Mr Scheving will investigate any match funding at the same time. Q: Is there any obligation for community use? A: Yes though includes renting out the space - Letter re donations from parents to go out this week. Agreed to look into possible match funding from American companies and Bank of England also mentioned (employer of a governor). - Budget likely to be a small deficit of about £4k. Nursery funding will be on a monthly basis going forward which will enable better accounting. - Head and governors to meet with SADC over proposal to develop the market yard adjacent to the school playground. To express concerns about proposal and loss of light, but also concerns about timing in 	

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	<p>relation to the school building works. Options to be considered once this meeting has taken place.</p> <ul style="list-style-type: none"> - Police and Fire are not convinced that the addition of CCTV cameras would help site security. Possibility of additional lighting in new financial year. - Pay & Appraisal policy ratified by governors. It was also agreed to set up a Pay Committee which will be the same members as the RC. Clerk to produce draft terms of reference to discuss with RC clerk & chair. - Health & Safety (H&S) audit carried out between RC Chair and Head. Agreed to ensure that H&S is standing item on RC agendas so the audit outcome can be reported, any plan of action monitored and generally any other H&S issues be raised. - <p>There followed some further questions on other matters: Q: Should committee minutes detail questions and answers? A: Reference is made to questions asked and it is thought that Ofsted usually focus on FGB minutes. The clerk will review and inform if any different. This lead on to a discussion as to whether a one day Ofsted visit may end up being two days. The head clarified that from January Ofsted come in following a desktop review. If a Good school either Requires Improvement or could possibly be Outstanding, it will be given 18-24 months to improve. If there are safeguarding concerns, a S5 notice is served and the inspection will be over two days. Other questions were asked arising from preparation for Ofsted training: Q: How do we track progress statistics? A: Stats are considered by SIC and in work with School Improvement Partner (SIP). Looking at outcomes for the whole school, the SIP is very positive. Early Years and KS1 are excellent, KS2 wobbled last year as already discussed because of maths and the 5 who missed the pass mark by one point. SIC considered the dashboard replacement (ASP: Analysing School Performance) which shows KS1 reading is in the top 20% nationally and maths in the top 10%.</p>	<p>Clerk/RC officers</p>
<p>8.</p>	<p>Headteacher's Report</p> <p>The report had been circulated in advance and questions were invited: Q: Could you enlarge on the impact of pupil behaviour on staff stress? A: Staff wellbeing is a priority and staff have benefited from the INSET in September on managing stress, recognising personal triggers and how to ask for and give support to colleagues. Last term, it became apparent that there was some behaviour in school which was having a knock on impact on other pupils and staff. The behaviour management strategy was reviewed and plans put in place including training given to lunchtime supervisors and TAs and provision of lunchtime support from SLT. The specific behaviour issues have now gone away, but other measures continue to be in place including training children as sports and anti-bullying ambassadors and a relaunch of the PALS scheme. Q: How do you measure the impact of wellbeing work on staff? A: responses in staff survey and the staff governor confirmed that the issues are much improved.</p>	

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	<p>Q: Bearing in mind Ofsted raised marking before, are books continuously monitored? A: Yes, SLT and curriculum teams have monitoring timetable. They look for progress in books where suggestion made and implemented/ progress from beginning of book/ progress since previous year. Recently, been focussing on SEND pupil progress and how compare with average children as well as average and high attaining pupils book look.</p> <p>Q: How are the needs of high attaining children met? A: pupil progress meeting each term to look at progress and attainment for all. Extensive process observed recently by Mrs Roach (see visit report Item 12).</p> <p>Q: How are the Y6 staffing issues progressing? Rebecca has returned from maternity leave and is sharing the teaching with one of the cover teachers. The classes are settling, there is better behaviour and consistent marking.</p> <p>It was noted that the HCC H&S adviser approves of current fire safety. As already discussed, H&S will be on the RC agenda and the clerk will send to officers, information re draft agendas and the FGB business cycle so they can be reviewed.</p> <p>Q: How is the new maths philosophy impacting? A: It is hard work especially for the upper years who have not had the historic input. However, it is going well, it has changed practice and tracking progress in books works well with the scheme. The staff governor added that communication between staff is working well so there is good continuity.</p> <p>Q: Are there other statistics like attendance governors should receive regularly? A: Attendance figures are reported to SIC. The school consistently has 96.7% attendance</p> <p>Q: what is a high attendance at parent consultation meetings? A: virtually all parents attend.</p> <p>The head was thanked for her report.</p>	Clerk
9.	<p>Safeguarding Update & Discussion There are no ongoing safeguarding concerns.</p>	
10.	<p>Academy Update It was explained for the new governor that this is a standing item to keep up with local developments. Currently there is less pressure to move in this direction, although it was noted there are economies of scale to be obtained. An approach was made by a local secondary school last term, but not progressed.</p>	
11.	<p>General Data Protection Regulations It was agreed to review after county has set up training and FAQs for governors though admin could set up a register in the meantime. It was noted there will be a lot of statutory overrides. SIC will add to their agendas in future.</p>	SIC Standing Item
12.	<p>School Visits Reports from Mrs Roach and Ms Brincat on pupil progress review and embedding the new curriculum were noted. Sports Premium report to be</p>	

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	carried forward. (Item 5.9.2). Governors to contact Ms Lockwood to set up any governor visits. Mrs Shaw to make pupil premium visit this term.	
13.	Governor Business	
13.1	Governor Membership: See item 5.9.1. Two co-opted governors required by the summer. Mrs Roach is also safeguarding governor so any interested governor could shadow the Chair in this role in the summer term. Anyone to contact Mrs Roach direct.	All Govrs
13.2	Committee Appointments: it was agreed that Ms Lockwood would join SIC and Ms Fitzgibbons would join RC.	
13.3	Governor Training: Mr Hope to ask the Chair about a second in house session (in absence of Ms Brincat on maternity leave).	DH
13.4	Governor Skills Audit: carried forward	TI
13.5	GIAS (Get Information About Schools) requires up to date governor information and is statutory (instead of Edubase). Head to check school is compliant.	
14.	To receive Any Other Business as notified in Item 3	
14.1	Parent Survey: Mr Blok to follow up with Mr Irwin with a view to progressing as soon as possible in case there is an Ofsted visit.	RB/TI
14.2	Ofsted: Mr Blok drew the attention of governors to information he had sent to governors after the Ofsted training he attended. He highlighted the S8 School Inspection Handbook for governors to familiarise themselves with and the questions for governors on the slides.	
15.	Date of Next Meeting Monday 19 March 2018 at 7 pm	

Signed:
(Chair)

Date:

ACTION SUMMARY

Item	Action	Who/Where
5. 5.6.10	Progress governor skills audit – carry forward	TI
5.9.1	Possible non-parent co-opted governor to be sought	All
5.9.2	Sports Premium report – carry forward.	TI
7.	Draft terms of reference for Pay Committee	Clerk/RC officers

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8.	Send FGB business cycle and committee draft agendas to all officers	Clerk
11.	General Data Protection Regulations to be added as standing item to SIC agendas	SIC Agendas
13.1	Safeguarding link – contact Mrs Roach if interested in shadowing in the summer term.	All Govrs
13.3	Check with Mrs Roach about a second in house training session.	DH
14.1	Progress parent survey	RB/TI