

## ABOYNE LODGE JMI SCHOOL

### Minutes of Meeting of the Full Governing Body held on Monday 5 October by 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 Joanne Reeves	COP	Ms Clare Sayce	PAR
Ms Tina Shaw	LA	Ms Rachel Lockwood	STF
		Mrs Amanda Abley	HT

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

**In Attendance:** Ms Sue McClinton (Herts for Learning (HfL) Clerk)

		ACTION
1.	<p><b>Welcome &amp; Apologies for Absence</b> Ms Cameron Griffiths has resigned from the Governing Board having been a governor since November 2012 as well as Chair, Vice Chair and Chair of SIC over that time. Her significant contribution was acknowledged.</p>	
2.	<p><b>Conflict of Interest</b> Governors were reminded to declare any conflict of interest should it arise during the meeting and withdraw from that item</p>	
3.	<p><b>Any Other Business for Item 14</b>                      Committee dates</p>	
4.	<p><b>Minutes of the Previous Meeting</b> Part 1 and Part 2 Minutes of the Previous Meeting held on 6 July 2020 as well as the notes of the Extraordinary FGB meeting held on 10 June 2020 were agreed as a true record and signed by the Chair. The Chair will ensure that there is a signed copy in school.</p>	<b>Chair</b>
5.	<p><b>Matters Arising from the Minutes</b> All matters arising either complete or on the agenda.</p>	
6. 6.1	<p><b>Governor Business - Governance Framework 2020-21</b> <b>Election of Chair &amp; Vice Chair:</b> As previously indicated, the current Chair would prefer to stand down, but in the absence of any nominations, would be prepared to stay with a greater sharing of roles. Governors usefully indicated their willingness to take on more work now or in the future, depending on professional commitments. As a result, Mr Hope was nominated, seconded and unanimously re-elected as Chair and Ms Sayce and Ms Farley were nominated, seconded and unanimously elected as Joint Vice Chairs. It was noted that Mr Blok and Mr Milton are very involved in</p>	

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<p>6.2</p> <p>6.3</p> <p>6.4</p> <p>6.5</p> <p>6.6</p> <p>6.7</p> <p>6.8</p> <p>6.9</p> <p>6.10</p> <p>6.11</p> <p>6.12</p>	<p>the building project, Ms Farley supports Mr Blok on Resources Committee and future planning as well as various governors being involved in the HT recruitment.</p> <p><b>FGB Membership:</b> It was agreed to appoint Mr Hope as a co-opted governor for a further four-year term when his current appointment expires on 27 November 2020. There is now a co-opted governor vacancy which needs to be filled by a non-parent. The HT said she had seen a previous governor and Chair, Mr Nick Ridout, who is now retired and the Chair will ask him if he is willing to come back.</p> <p><b>Appointment of Clerk:</b> Ms McClinton from HfL was appointed as clerk for the year 2020-21</p> <p><b>Terms of Reference:</b> for Resources Committee (RC) and School Improvement Committee (SIC) were approved.</p> <p><b>Committee Membership:</b> Following interest expressed at Item 6.1 above, Mr Blok is to continue as RC Chair and Ms Brincat will take over the SIC Chair. Ms Shaw will continue to clerk SIC and Ms Fitzgibbons will clerk RC. It was agreed that Ms Reeves will move from RC to SIC. A revised list will be added to Key Documents on Governor Hub (GH).</p> <p><b>Link Governors/Panel Members:</b> The Head’s performance management will be done, as last year, by the Chairs of Aboyne Lodge (AL) and Templewood (TS) School jointly. Governors are encouraged to undertake complaints training online. Ms Reeves and Ms Sayce will split the Wellbeing School Development Plan (SDP) priority link. A revised list will be added to Key Documents on GH. The HT recruitment panel will be confirmed once contact has been made with HfL. It was noted that training is available and Ms Sayce plans to attend if this is helpful.</p> <p><b>Register of Pecuniary Interests:</b> All governors to update business interest on GH – as soon as possible as it is a statutory requirement.</p> <p><b>Governor Code of Conduct:</b> Revised NGA code approved. A link will be added to Declarations on GH and all governors to confirm there that they adhere to it.</p> <p><b>KCSIE:</b> All governors to confirm on GH that they have read Parts 1 &amp; 2 of Keeping Children Safe in Education.</p> <p><b>Governor Work Plan:</b> Noted. HT to review and bring to next FGB meeting.</p> <p><b>Training &amp; Development:</b> Ms Brincat to email governors with in-house training options. All governors encouraged to keep up to date with training online, including complaints training.</p> <p><b>Governor Self-Review:</b> Agreed to start a new review led by Ms Reeves</p>	<p>Chair</p> <p>Clerk</p> <p>Clerk</p> <p>All Govrs</p> <p>All Govrs</p> <p>All Govrs</p> <p>HT/Dec GB</p> <p>CB/All Govrs</p> <p>JR</p>
<p>7.</p>	<p><b>Headteacher’s Report</b></p> <p>The HT’s update on managing the return to school, subsequent revised priorities, the Risk Assessment and a fourth target for the SDP on the catch up, had been posted in advance. The focus has been preparing the children to start learning formally again, identifying barriers and gaps, and working out how to meet the gaps without adding to the stress of the children or the staff.</p> <p><b>Q:</b> how is attendance? <b>A:</b> There are no issues. To date there have not been any positive tests. Two children have been self-isolating.</p>	

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<p><b>7.2</b></p> <p><b>7.3</b></p>	<p><b>Q:</b> how are children taught if they cannot be in school? <b>A:</b> Have bought into google classroom so learning can be shared at home either live stream or recorded. Training will take place at the IT suite at TS so by half term will be ready for full home learning if needed. As required by the Department of Education (DfE), the school has developed protocols for five scenarios impacting students and/or staff. Staff are saving weekly planning and resources on the server and banking another week's work to ensure as much as possible that there is uninterrupted education whatever the situation.</p> <p><b>Q:</b> how will you measure the impact of measures to meet the gaps on children? <b>A:</b> All are expected to be on age related expectations by the end of the year or as appropriate to them and progress will be measured as normal. After half term there will be pupil progress meetings looking at what interventions are necessary and decisions will be made as to how to use additional funding.</p> <p><b>Q:</b> what are you finding so far? <b>A:</b> Comprehension skills are weaker than reading (as many AL parents read to their children), but a significant issue has been the children's stamina having been out of the routine of a school day. Children are still adjusting and noted impact of a long morning without assemblies, lack of school hall and the impact of the worse weather.</p> <p><b>Q:</b> can parents help at all? <b>A:</b> no, they are not allowed into school. It was noted that school has bought into the HfL resources, Back on Track, which help with maths, English and early years learning.</p> <p><b>Q:</b> Is there other impact on pupils or staff? <b>A:</b> Staff are encouraged to talk in staff meetings and in current Performance Management (PM). Mrs Clinton takes the lead on mental wellbeing and has provided resources to staff and parents. Staff are actively monitoring children for any mental health needs.</p> <p><b>Q:</b> What is happening with parents evening? <b>A:</b> There will be a written report home as to how children have settled in and their English/maths targets with the offer to contact school if there are concerns.</p> <p>The impact on the HT and staff has been massive, but the HT said she felt that they were all doing well in the very challenging circumstances. Governors expressed their appreciation to the HT and to her staff for the impressive way in which they have responded in such difficult times. It was also noted that Ofsted could turn up randomly to look at the response to Covid, with a hopefully reassuring letter to parents as the outcome. This would not involve governors and currently NAHT and Ofsted are in dispute about the wisdom of such a move at this time.</p> <p><b>School Development Plan:</b> The HT intends to integrate the fourth target posted in the meeting papers into the other three targets which have been carried forward from last year. The detail will be brought to SIC and then the Dec FGB for signing off.</p> <p><b>Head's PM:</b> In hand with Chairs of AL and TS.</p>	<p>SIC Agenda /Dec FGB</p>
<p><b>8.</b></p> <p><b>8.1</b></p>	<p><b>Annual Reports</b></p> <p><b>Safeguarding:</b> The HT shared the confidential report with governors, having been through the audit with the safeguarding link, Ms Shaw. Governors signed off the report.</p>	

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<p><b>8.2</b> <b>8.3</b></p>	<p><b>Children Looked After (CLA):</b> There are none in school currently.</p> <p><b>SEN Information Report:</b> Carried forward to next meeting, HT will check whether sent by Mrs Clinton to Ms Sayce.</p>	<p>Dec FGB</p>
<p><b>9.</b></p>	<p><b>Safeguarding Issues</b></p> <p>The HT reported that there had been a safeguarding issue regarding two children who did not return to school, but this has now been resolved.</p>	
<p><b>10.</b></p>	<p><b>Finances and Premises Review</b></p> <p>The minutes of the RC meeting held on 2 October were noted.</p> <p><b>Finance:</b> The budget was the main focus with the projected deficit, taking account of both savings last term and the proposed teacher pay award, being reduced from over £33k to £22k. The deficit is largely accounted for by the pay award. HCC have not yet responded to the original request to approve a deficit budget and discuss the future financial plan. They have now further been asked if the school can implement the pay increase when in deficit and a response is awaited. It was noted too that the new building is likely to increase costs in future and expenditure on new whiteboards is likely. Meantime, £9k out of the capital fund was agreed to purchase laptops compatible with google classrooms. Ms Reeves will check if it is possible to take advantage of Tesco/Waitrose small grants.</p> <p><b>Building Works:</b> The temporaries are leaking in various places which is a concern and being taken up with the project management. Also concerning is the Y6 roof; it is hoped it will last until Easter, but quotes are being sought. Are told that the project is broadly on time to be completed around Easter. Storage space is an issue. There is not enough room in the grounds for a storage unit so it was decided to seek the help of parents to move the stuff in the hall so it is better stored – freeing up more space. Mr Milton’s support with the project was acknowledged by the HT.</p> <p><b>Donations from Parents:</b> Recent letter sent out to parents and response currently being generated. About 20% so far. It is important that parents are encouraged to respond because there are currently limitations on ALSA’s fundraising.</p>	<p>JR</p>
<p><b>11.</b></p>	<p><b>Update on Future Options</b></p> <p>The recruitment of a new HT and any new structure are linked. It is hoped to place an ad for a new HT by early November with a view to interviewing in January – giving time for a further round if necessary. The structural options are either to carry on as at present with significant fundraising (eg can greater lettings income be generated with the new building and the school field project?) or to join an existing Academy Trust (three have been spoken to). There will be an open conversation with any candidates about the possible futures and any new head will be expected to lead and shape the future.</p> <p><b>Q:</b> What about TS? <b>A:</b> they are currently recruiting their own head with a similar timetable.</p> <p>Agreed that Mr Blok and Mr Hope should speak with staff about developments – 3.30 pm any day.</p>	<p>RB/Chair</p>

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<b>12.</b>	<b>Policies</b>	
<b>12.1</b>	<b>Child Protection:</b> Revised policy, based on HCC model, was approved.	
<b>12.2</b>	<b>Complaints Policy &amp; Procedure:</b> new model available and to be picked up in policy review schedule.	
<b>13.</b>	<b>School Visits:</b> Some visits on site by governors are necessary, eg in connection with recruitment and the building works. Key links eg SEN, Safeguarding can book to meet relevant staff or see them remotely after half term. No-one in classrooms.	
<b>14.</b>	<b>Any Other Business as notified in Item 3</b> <b>Committee Dates:</b> SIC 9 am on 20 November and RC 8 am on 8 January 2021	
<b>15.</b>	<b>Date of Next Meeting</b> Monday 7 December at 6 pm on TEAMS	

Signed: .....  
(Chair)

Date: .....

### ACTION SUMMARY

Item	Action	Who/Where
4.	Signed minutes from 6 July & 10 June to be lodged in school	Chair
6.2	HT to approach Mr Ridout about being a co-opted governor	Chair
6.5/6.6	Updated committee membership and link/panel roles to be added to GH	Clerk
6.7/6.8/6.9	Complete declarations on GH for Business Interests, adherence to Code of Conduct & KCSIE Parts 1 & 2	All Governors
6.10	Review Governor Work Plan	HT/Dec FGB
6.11	CB to contact governors re in-house training options and all governors encouraged to keep training up to date online including complaints.	CB/All Governors
6.12	Co-ordinate governor self-review	JR
7.2	Review draft SDP at SIC and approve at Dec FGB	SIC Agenda/Dec FGB
8.3	SEN Information Report	Dec FGB
10.	Check whether AL can access Tesco/Waitrose small grants for children/young people.	JR

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11.	Meet with staff about future options	RB/Chair
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