

ABOYNE LODGE JMI SCHOOL

Minutes of Meeting of the Full Governing Body held on Monday 25 November 2019

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)

ACTION

1.	Welcome & Apologies for Absence Apologies from Ms Lockwood were accepted. Ms Farley was welcomed to her first meeting as a parent governor.	
2.	Conflict of Interest Governors were reminded to declare any conflict of interest should it arise during the meeting and withdraw from that item	
3.	Any Other Business for Item 16	
4.	Minutes of the Previous Meeting held on 30 September 2019 Agreed as a true record and signed by the Chair	
5. 5.5.5.7 5.5.12.2 5.5 5.11	Matters Arising from the Minutes Completion of Gift Aid process with HMRC: Carried forward to be completed by next FGB meeting Governor Self Review: All to send review to Ms Sayce for collation and to be on next FGB agenda following review by Ms Sayce and Chair. Field Project: Ms Cameron Griffiths asked that someone take over chasing planning as a bid needs to be completed as soon as possible. Agreed Ms Sayce will follow up assisted by Ms Reeves who has some contacts. The Chair will also pass on his last contact details. Staff & Parent Surveys: The chair has had limited information from Mr Irwin and his survey monkey accounts have now closed. He is following this up. Q: Meantime, is there any information from the staff survey? A: Overall staff are committed and understand the financial challenges leading to loss of Teaching Assistants (TAs), split responsibilities of the Head and the building project. Some staff do not feel engaged by governors and leadership and feel stressed. The importance of focussing on staff wellbeing	EF All Govrs/ Jan FGB

ABOYNE LODGE JMI SCHOOL

<p>7.</p> <p>12.2</p> <p>14.1</p> <p>8.</p>	<p>which is in the School Development Plan (SDP) was emphasised. Q: Has there been a change in staff satisfaction? A: It was acknowledged that it is harder for them since the TA cuts. Q: What about the level of governor engagement? A: this is not as high as would wish due to governor time constraints. Q: what is the role of the staff governor? A: it was confirmed that the staff governor does not represent staff in the same way that parent governors do not represent parents. The chair met once with staff and promised another meeting once the data was analysed. The need for regular communication with staff was emphasised but without requiring more of their time.</p> <p><i>7.15 pm Ms Sayce joined the meeting</i></p> <p>The chair said that now there is clarity about the building project starting, he will be speaking to them and it was agreed that the communication should precede the update meeting with parents proposed for 6 pm on 3 December. To be at 5 pm on 3 December and any governor welcome.</p> <p><i>7.20 pm Ms Fitzgibbons joined the meeting</i></p> <p>Parent Donations: The thank you to parents for donations received will be included in the end of term newsletter</p> <p>Statutory Policies: new statutory guidance posted on Governor Hub. HT to send policy review schedule to committee chairs and clerks</p> <p>Committee Quorum: Clerk confirmed that three is the minimum number of governors for a quorum.</p> <p>Governor Objectives for the SDP: Added to the last page of the final SDP document (on GH). Ms Cameron Griffiths had worked on the final version with the Head ensuring they are consistent with the school plan priorities and there is no duplication with the work of the Herts Improvement Partner (HIP). Agreed as follows and to be reviewed through SIC:</p> <ul style="list-style-type: none"> - To develop the skills of subject leaders and the wider curriculum - To continue to prioritise wellbeing across the school - To oversee the financial future of the school and the refurbishment works <p>Q: have we missed out something about communication? A: it is included within the plan eg the building project means there will be monthly communication with parents.</p> <p>In addition to emphasising the importance of staff welfare, the link between finances, the future shape of the school and succession planning was highlighted – it is critical to the future of the school. It was agreed Ms Cameron Griffiths and Mr Blok will put together a start on pros and cons of options on the future structure of the school for discussion at the next FGB meeting.</p> <p>All other actions completed or on the agenda.</p>	<p>Chair</p> <p>HT</p> <p>SCG&RB/ Jan FGB</p>
<p>6.</p>	<p>Report from School Improvement Committee (SIC)</p> <p>The meeting is to be held this week. Noted that the second FGB meeting of the year should be a week later next year.</p>	
<p>7.</p>	<p>Report from Resources Committee (RC)</p>	

ABOYNE LODGE JMI SCHOOL

	<p>The minutes of the meeting held on 8 November 2019 were noted. Business included budget, premises, staffing, policies, GDPR and Health and Safety (H&S). It was agreed that the Head could access the parents' donation money as and when it is needed. The total is currently £5900. Other points highlighted included:</p> <ul style="list-style-type: none"> - Premises challenges from broken boiler in nursery and ceiling collapse in the Lodge Room - The after-school club has been positive about their move to the dining hall prior to the onset of the building project. - 2.75% pay award approved. - ALSA have funded a part time TA and an appointment has been made. - Anticipate additional funds of about £19k from Tory education spending promise if they are elected. The future impact on funding from the unusually reduced number in Y5 was noted. Q: Why are there less pupils in this year? A: It is now stable bar one girl moving because of a house move. However, historically had very few girls in the year and behaviour issues from two boys in particular which led to 5-6 children being withdrawn from the school. The two with behavioural issues have also left the school - The chair and Mr Blok visited St Albans Trust as part of their information gather with regard to future options for the school. Spiral Trust still to be visited. 	
<p>8.</p>	<p>Priority School Building Programme Update</p> <p>Work starts on Monday with tree pruning to facilitate changing the car park into the builders' compound with access for emergency services. It will be screened off. On 15 December nursery move into the music room and over Xmas the playground and grass will be screened off. However, it is still to be established where the alternative fire muster point will be and it is likely this work will have to be done in two halves. The astro turf and utilities work should be done by February half term after which the temporary school will be put in ready to move into by the end of term. Are told that completion of the work will be January 2021, but will inevitably be slippage.</p> <p>Extracurricular clubs could not move to the Jubilee Centre because of cost and issues in finding space for them – school itself has space issues.</p> <p>Meeting of staff and then parents on 3 December to up date them. Builders will also be meeting with children to cover H&S issues.</p> <p>Staff are particularly concerned about the transfer into the temporary school and the time available. It is hoped to close school two days early prior to Easter and possibly start one day later to give staff the time to pack up, move and set up in the new surroundings. In response to various issues raised by governors, it was clarified that:</p> <ul style="list-style-type: none"> - There will not be new furniture including whiteboards, but anything broken in the process would be replaced. Will be new blinds and curtains - DfE have told the contractors they have to store items that will not be needed during the duration eg the dining room furniture as fold 	

ABOYNE LODGE JMI SCHOOL

	<p>up alternatives will be used. They also have to dispose of items thrown out.</p> <ul style="list-style-type: none"> - Activity to engage children with the process are in hand. Be good if hoarding could be blackboard material - ALSA are aware that there may be future funding needs - Special need provision will be as is currently, not enhanced. Should not be too noisy for anyone with hearing loss after initial set up. - Windows will not be double glazed, but lights are LED and roof insulation is better. - There will be monthly progress meetings followed by a monthly newsletter to parents. 	
9.	<p>Headteacher's Report</p> <p>The SATS analysis had been circulated in advance. It was noted that KS1 data is broadly solid. For all years, three steps of progress is over 80% including special needs pupils which is a strong position. Performance management is focussing on those at risk of slipping or slipped in expected progress so will be well monitored. Q: are there years which make less progress? A: Yes, Y3 is always more difficult after the push made in Y2 and with the move to more abstract concepts, Y1 is a big transition and Y4 is a "hormonal" year. Noted that the children highlighted in the head's report on the maths results at the last FGB meeting had almost all made good progress over the key stage. In Y4, where the majority were boys, maths was stronger than writing. Difficult to get boys to engage in and concentrate on writing.</p>	
10.	Annual Reports	
10.1	Safeguarding Report: Meeting with link governor this week so carry forward to January FGB meeting.	Jan FGB
10.2	SEN Report: The link governor said the information on the website is dated 2018. The Head will look at it and carry forward report to next meeting.	Jan FGB
10.3	Pupil Premium Report: information on the website has been updated.	
11.	<p>Safeguarding Update</p> <p>No ongoing issues to note</p>	
12.	Policy Review	
12.1	<p>Pay and Appraisal Policy: Q: Is the appraisal wording off putting for staff?</p> <p>A: Not advised to change the wording because the policy is based on the Herts model which is agreed by the Unions which is explained to staff. Governors agreed the policy.</p>	
13.	<p>School Visits</p> <p>Ms Shaw reported back on her visit to the Herts Governor Conference which is a good networking opportunity.</p>	

ABOYNE LODGE JMI SCHOOL

14.	<p>Future School Structure Working Party Covered in follow up discussion to governor SDP objectives in Item 5.8 above.</p>	
15.	<p>Governance Matters</p>	
15.1	<p>GB Membership: It was noted that Mr Blok’s term of office finishes on 29 November. He will have to stand again as a parent governor and the Head will initiate the election process.</p>	Jan FGB
15.2	<p>Ms Farley’s Appointment to Committee/Mentor: Ms Farley has attended RC and will attend SIC this week – carry forward appointment to Jan FGB. Mentor is Ms Fitzgibbons.</p>	
15.3	<p>Governor Training & Development Update: All governors reminded to update their training record on GH and inform Ms Brincat. She will update and circulate the training spreadsheet. Agreed in house session to be Exclusions and Ms Brincat will take forward.</p>	All Govrs CB
15.4	<p>Governor Self Review: See Item 5.5.5.12.2 Matters Arising</p>	
15.5	<p>Governor Induction Pack: Ms Brincat to update it and send to new governors, Mr Milton and Ms Farley. They are advised to book face to face training for both governor induction and safeguarding.</p>	
16.	<p>Any Other Business as notified in Item 3 The next Ofsted for Aboyne Lodge (ALS) will be due in 2022. Some local schools have recently been inspected under the new framework and the HT explained to governors how the process works in practice. Initially, the head speaks on the phone about both practical arrangements and extensively about the school and its strengths and weaknesses. The inspection starts the next day for two days. It puts a lot of pressure on subject leaders who will need support and back up if their subject is the focus of a more detailed “deep dive”. Templewood School could be inspected any day so the HT is well prepared. They had a deep dive on SEN with the HIP that the ALS SENCO attended and there will be others over time.</p>	
17.	<p>Date of Next Meeting Monday 20 January 2020 at 7 pm</p>	

Signed:
(Chair)

Date:

ABOYNE LODGE JMI SCHOOL

ACTION SUMMARY FGB Meeting 25 November 2019

Item	Action	Who/Where
5....7	Complete gift aid process with MMRC by next FGB meeting	EF
5....12.2	Complete governor self-review and analysis by CS& DH to be put on Jan FGB Agenda	All Govrs/ Jan FGB Agenda
5.7	Include thank you for donations in end of term newsletter	DH
5.12.2	Circulate updated policy review schedule to committee chairs and clerks	HT
5.8	To start paper about pros and cons of options re future structure of school for next FGB. On Jan FGB Agenda	SCG&RB/Jan FGB Agenda
10.1 & 10.2	Carry forward annual safeguarding and SEN reports to Jan FGB Agenda	Jan FGB Agenda
15.2	Appoint Ms Farley to Committee	Jan FGB Agenda
15.3	Update training record on GH & inform Ms Brincat. In house session on exclusions to be organised.	All Governors/CB