

ABOYNE LODGE JMI SCHOOL

Minutes of Meeting of the Full Governing Body held on Monday 1 October 2018

Present:

Ms Cecilia Fenech Brincat	COP	Mr Robert Blok	PAR
Ms Sally Cameron Griffiths	COP	Ms Emma Fitzgibbons	PAR
Mr David Hope (Chair)	COP	Mr Tom Irwin	PAR
Ms Tina Shaw	LA	Ms Clare Sayce	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.	Welcome & Apologies for Absence Ms Haller's apologies were accepted. Mr Blok is delayed.	
2.	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	
3.	To Receive notification of any other business for Item 15 Charity update – Item 7; Templewood update – Item 9 & correspondence AOB	
4.	Minutes of the Meeting held on 9 July 2018 Part I & II Agreed as a true record and signed by the Chair	
5.	Matters Arising from the Minutes of 9 July 2018	
4.	FGB Minutes from phone conference: carry forward	Chair
12.2	Governor Induction pack: agreed training governor will keep it up to date	
12.2	Exclusions training: all to look out for training, especially non-parents	
12.3	Governor self-evaluations: send outstanding forms to DH	All Govrs
6.	Governor Business	
6.1	Governor Membership: There is one vacancy for a co-opted governor – not a parent. Ms Cameron Griffiths to ask at her school. Head to check DBS all complete. Outstanding photos to be taken. Maria Aguado is not a governor and to be removed from Governor Hub (GH)	SCG/Head
6.2	Appointment of Clerk: Ms McClinton from Herts for Learning (HfL) appointed for the year 2018-2019.	
6.3	Committee Terms of Reference: Approved for RC and SIC.	
6.4	Committee membership: Agreed Mr Blok to chair RC and Mr Irwin to chair SIC. Ms Haller appointed to RC. Ms Sayce to confirm committee next FGB.	CS/Nov FGB

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6.5	Noted short of governors on RC. Links for the year were agreed and an updated list of links and committee membership will be added to GH. <i>Mr Blok joined the meeting</i>	Clerk
6.6	Declaration of Interest: Agreed that all will complete on GH and let the clerk know if there are any changes during the year. Clerk to download and send to school for Single Central Record (SCR).	All Govrs
6.7	Governor Training: Two in house sessions to be organised before end of financial year. Ms Brincat will send round the list and liaise with the Chair. Possible interest in fundraising & marketing, finance and structural options.	CB/Chair
7.	Report from Resources Committee (RC) (if met) Priority School Building Programme (PSBP) Update RC has not met since the last FGB meeting. Charity Update: Ms Fitzgibbons has set up the charity, but experienced frustrations trying to set up a bank account with the school's bank, Barclays. Metrobank was suggested and the Chair will follow up. Then gift aid registration can take place and a letter be sent to parents.	Chair
8.	Report from School Improvement Committee (if met) Not met since last FGB meeting	
9.	Headteacher's Report Made available in advance and questions invited. Q: what counts as bullying in the figures? A: Those incidents that are reported and dealt with formally. Numbers are low. Q: How is Reception assessed? A: class-based assessment, baseline optional on arrival. Is changing in preparation for removal of KS1 Sats in 2022. Q: Who cares for the school dog? A: The SENCO. Comes in 3x per week & insurance issues all sorted. Q: What is happening in the learning zone with less staffing? A: it is not staffed in the afternoons, working in liaison with the teachers and less withdrawal of children from class. Q: what is the impact of staffing reductions A: Are aware of less cover and does have implications - for example, less 1-1 support in Y6, pressure when a child needs taking somewhere in school & teacher cannot leave class on own. Doing what can to manage the situation in the best way. Governors keen to do all they can to support wellbeing of staff and pupils. It was noted that volunteers helping with reading are another adult present. Is there further help that can be sought eg through ALSA? Templewood Update: The Head reported that a recent effort to recruit a new headteacher failed and that it is likely that she will be asked to stay on another term. This will further assist the budget. Clarity would have to be sought from county as to whether this additional money could be used on staffing resources – it is not sustainable funding. Additional TA time is a priority. Consideration was given as to whether there are any opportunities for closer working with Templewood School which has a similar profile of parents and children and similar values. It was agreed that it is important to find	

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	<p>sustainable ways of securing the future of Aboyne Lodge – it was noted there are still budget uncertainties including the government not being clear on how much of the pay rise they will cover.</p> <p>School Development Plan (SDP): the three main priorities are around the wider Aboyne Curriculum, Cultural Diversity and the Teaching of Science. In addition, governors agreed that the governor priorities for the next year should be:</p> <p>SIC – regular monitoring and evaluation of the SDP. RC – building project and overseeing school refurbishment FGB – long term financial sustainability support staff wellbeing continued communication across the school community</p> <p>With the addition of governor priorities, the SDP was approved by governors. In relation to staff wellbeing, it was agreed to think about a staff focus group after Xmas. It was noted that the two TAs made redundant have both now got new jobs.</p>	
10.	<p>Annual Reports</p> <p>Safeguarding: the head completed the checklist with Mrs Shaw, the safeguarding link governor. The annual report has subsequently been completed and the Head outlined the different sections – training for staff and governors, safeguarding policies, referrals, assessments etc. The report was approved and signed by the Chair</p> <p>Children Looked After (CLA): there are no CLA in school so a nil return was noted.</p> <p>SEN Information Report: Governors had reviewed the SEN information on the website, updated in the summer, and approved its content.</p>	
11.	<p>Any other safeguarding issues</p> <p>The head reported that one live issue continues.</p> <p>Q: Are we Keeping Children Safe in Education (KCSIE) compliant? A: Yes, The SCR and DBS are up to date. All staff will be signing to say they have read the updated KCSIE guidance. The principles underpin the revised Child Protection policy (see Item 13). Q: what about training? A: Currently staff training in Female Genital Mutilation. Rolling programme coming up. All had statutory three-year training. Q: What about the threat of drug mules recruited at school gates by people who have come up on train from cities? A: Mostly affects secondary schools and those who are vulnerable eg missing in education or in referral units. Is an issue that will be hearing more about – currently worse in Hatfield than St Albans.</p>	
12.	<p>Academy Update</p> <p>Nothing to add and agreed that should no longer be a standing item.</p>	
13. 13.1	<p>Policies</p> <p>Child Protection Policy: Policy based on the Herts revised model which reflects the September 2018 KCSIE update. Policy approved. It was agreed that all governors would press the button on GH when they have familiarised</p>	All Govrs

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13.2	<p>themselves with KCSIE. (go into your name, press on declarations, scroll down and button at bottom of page)</p> <p>Governors delegated the review and approval of various safeguarding policies to the head – behaviour, anti-bullying, attendance, whistleblowing, dealing with allegations with staff and CLA.</p> <p>It was noted that governors have to approve a small number of policies, others can be delegated to committees and staff. School will point out to governors those policies that require their attention.</p>	
14.	<p>School Visits 2018-19</p> <p>It was clarified that visits are usually carried out by those with link responsibilities and can be usefully linked to SDP priorities. A written report is then expected as a record and to add to an evidence file for Ofsted. To review visits and SDP priorities at next FGB meeting.</p>	Nov FGB
15. 15.1 15.2 15.3 15.4	<p>To receive Any Other Business as notified in Item 3</p> <p>Herts Governor Conference: Saturday 17 November. Mrs Shaw unable to attend. Recommended, a lot of useful information</p> <p>Telephone Mast: proposed on top of multi-storey at M&S end. Compliant with legislation and agreed not to submit objections.</p> <p>Parking: it is proposed to increase restrictions on local roads which could affect drop off and collection. Points will be raised in consultation.</p> <p>Building Project: Progress made at a recent meeting with representatives of all parties, await further information. Plans include testing at half term, start date in May after half term for the nursery, main school in Autumn 2019, playground from June. Importance of full communication with school community, including ALSA, noted. Taking heritage seriously into account eg original colour schemes, consultation about final classroom layout, lists of furniture to keep/lose. Market yard development stopped so can use for access.</p>	
16.	<p>Date of Next Meeting</p> <p>Monday 26 November 2018</p>	

Signed:
(Chair)

Date:

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ACTION SUMMARY

Item	Action	Who/Where
5.4.	Carry forward minutes of FGB held on phone June 2018	Chair
5.12.2	Governor self evaluation forms completed & to DH	All Govrs/Chair
6.1	Co-opted governor required. DBS double check	SCG/Head
6.4	To appoint Ms Sayce to a committee	Nov FGB
6.5	Update governor roles & responsibility list & post on GH	Clerk
6.6	Complete declaration of interest on GH	All governors
6.7	To arrange two in house sessions before end of financial yr	CB/Chair
7.	Chair to follow up establishment of bank account for charity	Chair
13.1	All governors to familiarise themselves with KCSIE and register done so on GH	All Govrs
14.	Review visits and SDP priorities at next FGB meeting	Nov FGB