

ABOYNE LODGE JMI SCHOOL

Minutes of Meeting of the Full Governing Body held on Monday 22 March 2021 on TEAMS

Present:

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| 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 |
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| 1. | Welcome & Apologies for Absence No apologies, but Mr Milton and Mr Blok delayed. | |
| 2. | Conflict of Interest None | |
| 3. | Any Other Business for Item 14 Items raised all incorporated in the main agenda | |
| 4. | Minutes of the Previous Meeting held on 25 January 2021 & the Minutes of the Extraordinary Meetings held on 12 and 15 March 2021 (endorsing the HT's recruitment) All minutes were approved, the Chair to sign them and place a copy in school | DH |
| 5. 5.5.10 | Matters Arising from the Minutes Small Grant: to apply in summer term for Tesco monies for an inclusion art project put together by Mrs Clinton. | |
| 6. | FAQs: for parents re remote learning arrangements, were not necessary as parents settled with the changes. The recent parent consultation was positive so no longer relevant. | |
| 9. | Risk Protection Insurance: passed on to the office to review it. All other items either actioned or incorporated in this meeting's agenda. | |
| 6. | Headteacher's Report The HT introduced her report written just prior to the return to school on 8 March. <i>18.20 pm Mr Milton joined the meeting.</i> It is in three parts: 1) Preparation for the return based on all the information available to staff. This included a pupil survey on remote learning which was very positive. Only two pupils disagreed throughout, but they are not identifiable from the survey. Also had conversations with | |

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families of SEN and vulnerable children, and parent consultation meetings – the latter being an opportunity for parents to talk about lockdown experiences rather than hear about their child’s progress. Also taken into account was the school’s experience of the return last September. Although there has been more online teaching this time, it was noted that then, the children had had less stamina, concentration, loss of key skills and were unused to school discipline.

- 2) **3 week focus to Easter:** Taking into account all of the above, guidance has been produced for teachers. This includes giving priority to coming off timetable as need to, to prioritise emotional and social development, circle time, PE, mindfulness activity, thinking of others, and then bite size learning, fluency in maths, development of reading. Pupil progress meetings are scheduled for Tuesday and Wednesday, with a new pro forma which prioritises social and emotional development and then observations as to where children are, including the needs of vulnerable pupils, but without formal assessment at this stage. These sessions will also be an opportunity to review the tutoring groups set up using the data from the autumn progress meetings and make any changes. Tutoring has not yet started, the company identified by government are struggling to find appropriate tutors
- 3) **Summer Term:** It is no longer realistic to aim for children to be where they would have been by July. The aim for the end of July will now be for the majority to be where they would have been at Easter - acknowledging that many will do better than this. All children have had different experiences this year so the key is to identify gaps, use the tutoring funding as appropriate and to revisit units taught in the Autumn term and during lockdown to ensure that learning is secure. There will be assessment towards the end of the year, but await guidance from county as to how this can be done.

18.31 Mr Blok joined the meeting

Most children have settled back well. Await outcome of meetings, but it would seem that it is the children who came into school during lockdown who are finding it more difficult to adjust.

Q: As there are no SATS and an adjustment to expectations, will Y6 children be ready for senior school? **A:** re-emphasized that focus is to ensure learning is solid and if so, can move on. The transition project is run by county and is adapted as appropriate. **Q:** will the approach be different for different classes? **A:** yes, will know more after meetings, but will respond according to need. For example, will be looking at the impact in Y2 and Y5 which had high lockdown classes. **Q:** Is the change in expectation about learning to Easter countywide or as determined by Aboyne Lodge? **A:** it is the school’s judgement, but similar experiences in other schools and county is adjusting the assessment as appropriate. **Q:** to what extent are the senior schools informed about the Y6? Communication is normally more about friendship groups, but they are aware that it has been a difficult year and

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| | <p>adjustment will be necessary. Q: what has been happening for pupil premium and vulnerable pupils? A: the pupil premium children have been carefully monitored throughout, regular contact has been kept with them and their needs with regard to the allocation of tutoring were prioritised. The needs of pupil premium and vulnerable children will be carefully reviewed during the pupil progress meetings.</p> <p>Wellbeing: the HT referred to the document put together by Mrs Clinton of all the wellbeing initiatives during the last year for pupils, parents and staff. It is a very impressive and comprehensive list which the HIP was very complementary about. The staff governor added her personal appreciation of being able to have wellbeing catch ups as teaching Y6 from home throughout was isolating at times.</p> <p>Governors asked the HT to feedback to governors the key points arising out of the pupil progress meetings.</p> | HT |
| 7. | <p>Update on Building Project</p> <p>Monthly meeting just held and project progressing towards end. Weather slowed roof progress so builders reluctant to confirm handover dates at moment. It is intended to share photos in the next News on the 9th. The next meeting on 26 April will be key to pin down on dates and arrangements for the handover. Once there are definitive dates, it will be possible to make plans, involve the new head and communicate with parents about any implications.</p> <p>The HT flagged up the fact that the computers in the IT suite will no longer be compatible with the new server – so 15 replacements will be required at £750 each. Agreed that the IT needs overall should be reviewed and brought to the next RC meeting. Meantime, the HT has gone ahead with the new server and two new computers urgently needed for Y6.</p> | May RC agenda |
| 8. | <p>HT Recruitment</p> <p>The Chair has been in contact with the new HT, Mr Keith Smithard, with regard to contractual arrangements. Mr Smithard will be announcing his appointment to parents at his current school on Friday so Mr Hope will do the same for Aboyne Lodge parents this week. He will share a draft with governors. The HT is working on an induction plan and he will be invited to key meetings in the summer term, budget setting, HIP visit and summer term pupil progress meetings. After Easter, arrangements will be made for Mr Smithard to visit the school and meet staff as well as governors.</p> | |
| 9. | <p>Report from School Improvement Committee (SIC)</p> <p>The minutes of the meeting held on 19 March were noted. Business included review of the SDP, school website review, Autumn HIP visit, SEF and RSE policy. Points made by the committee chair included:</p> <ul style="list-style-type: none"> • Ms Brincat had also met with the Deputy Head to discuss the first two targets in the SDP – developing the skills of subject leaders and developing the wider curriculum. In looking at target 3, wellbeing and response to Covid, reference was made to pupil premium and vulnerable pupils. | |

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| | <ul style="list-style-type: none"> • Ms Brincat is reviewing the school website in relation to statutory requirements. However, the website needs more significant updating – it is not easy to use and is an important marketing tool. Estimate the cost to be about £5k. • Surveys were discussed and it was agreed that Ms Brincat would put together a staff survey. There was some confusion as to whether an email was being sent to staff in appreciation of all their hard work over the last year. Ms Sayce will draft for the Chair to send. In addition, Mr Blok has been dialling in to staff meetings. The visibility this provides is welcome, suggested after school on a Wednesday and once a term would be a good routine. Agreed that Ms Brincat will do one dial in to introduce the staff survey. <p>The importance of continuing to keep staff abreast of building developments and the HT transition was acknowledged. Surveys to be followed up in SIC.</p> <p><i>Ms Reeves left the meeting</i></p> | CS/DH |
| 10. | <p>Report from Resources Committee (RC)</p> <p>There had not been a committee meeting since the last FGB meeting. Points covered included:</p> <ul style="list-style-type: none"> • Schools Financial Value Standard (SFVS) has been postponed until the end of May. Mr Blok (and/or Ms Farley) will meet with the HT at the beginning of next term. • Period 11 figures have just been completed and will be posted next week. Q: what is the budget setting timetable? A: meeting in school on 21 April so agreed that RC will meet at 8 am on 30 April prior to the FGB on 17 May. • Governors approved the opening of a new Aboyne Lodge Foundation account with CYBG/Virgin Money to enable online banking. It was agreed that the RC should review the governance of the charity to ensure responsibilities are being fulfilled, including clarifying the number of trustees. | May RC agenda |
| 11. | <p>Safeguarding Update & Discussion</p> <p>No issues to report to governors. All governors to familiarise themselves with the recent change to KCSiE (to allow for having left the EU) and then to re-declare their understanding of it on Governor Hub.</p> | All Govrs |
| 12. | <p>Governor Visits</p> <p>Written reports for visits which had previously been reported to governors have now been posted. The pupil premium (PP) report from Mrs Shaw was discussed. The report referenced the PP strategy on the website and the £18440 received by the school, being considerably lower than the national average - there are 12 pupils eligible for PP. It was noted that the class teacher and SENCO in normal circumstances regularly monitor the individual children's progress and the impact of funding. Throughout lockdown, additional telephone support has been offered to PP children and to their parents to check on their wellbeing and ability to access online learning.</p> | |

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| | <p>Additional resources were provided as necessary and this year about half have attended school. As already noted, the needs of these children are a priority in arrangements for the return to school both before and after Easter, with tutoring as appropriate. Q: will we receive PP for the three children in receipt of FSMs after the date statistics collected? A: We will continue to have more children on FSM than receiving PP monies because the government suddenly changed the date that the census is taken and made it earlier. Have budgeted for 11 PP pupils and only receiving money for 8 so there is an impact on the school's budget.</p> | |
| <p>13. 13.1</p> <p>13.2</p> <p>13.3</p> <p>13.4</p> | <p>Governance Matters</p> <p>Governor Vacancy: The Chair has advertised for a co-opted governor without any success to date. It was agreed to ask the new HT if he has any thoughts and reference will be made in the next newsletter asking parents if they know of anyone (need to prioritise non school parents). Also mentioned were local social media groups that governors may be involved in and the Herts Ad. On the latter, it was agreed a piece on the new building and new head would be pursued in the summer term.</p> <p>Governor Training and Development: In house session on Vision, Ethos and Strategy has been appreciated. And further thinking by governors in advance of the HT starting had been recommended. Agreed that the Chair, with Ms Sayce and Ms Farley, would draft a proposal.</p> <p>Governor Self-Review: Ms Reeves had posted a summary of the returns from governors and ended with some reflections on the future. She had had to leave the meeting early, but it was agreed that the issues that come up link with those in 13.2 above. The Clerk also referred to her email to Mr Blok about the health check on GH, and other resources to review the effectiveness of governance. Finally, it was agreed that the three above possibly with Mr Blok will bring a draft proposal to the summer FGB meeting.</p> <p>The Chair also reminded governors that he will be standing down from the Chair and all are asked to think about succession. Election of Chair and Vice Chair for 2021-22 will be on the July FGB agenda.</p> <p>Governor Induction Pack Review: The Chair is re-working this and will bring to the next meeting.</p> | <p>DH/CS/AF</p> <p>Summer FGB agenda</p> <p>DH/Summer FGB agenda</p> |
| 14. | Any Other Business as notified in Item 3 None | |
| 15. | <p>Date of Next Meeting Monday 17 May 2021 at 6 pm</p> <p>Noted the Herts brokerage meeting is also on 17 May, to review governance in relation to pupil premium children. Involves HT, Mrs Shaw as pupil premium link governor and the Chair (or another governor) as well as Cathy Irons from HfL governance.</p> | |

Signed: (Chair)

Date:

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ACTION SUMMARY

FGB 22 03 21

| Item | Action | Who/Where |
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| 4. | Chair to place signed minutes for 25 Jan, & 12/15 Mar in school | DH |
| 6. | To feedback to governors, key points from pupil progress meetings | HT |
| 7. | Review of IT needs | May RC agenda |
| 9. | Draft and send thank you email to staff | CS/DH |
| 10. | Review governance of Aboyne Lodge Foundation | May RC agenda |
| 11. | Re-declare on GH that have read and understood revised KCSiE | All governors |
| 13.2 &13.3 | To review outcomes of the in-house training on Vision, Ethos & Strategy and the outcomes of the governors' self-review and draft a proposal to take forward. | DH/CS/AF/RB Summer FGB agenda |
| 13.4 | Review of school induction pack | DH/Summer FGB agenda |