

## ABOYNE LODGE JMI SCHOOL

### Minutes of Meeting of the Full Governing Body held on Monday 25 January 2021 on 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 (HfL Clerk)

|       |  | ACTION    |
|-------|--|-----------|
| 1.    | <b>Welcome &amp; Apologies for Absence</b><br>There were no apologies  |           |
| 2.    | <b>Conflict of Interest</b><br>Governors were reminded to declare any conflict of interest should it arise during the meeting and withdraw from that item  |           |
| 3.    | <b>Any Other Business for Item 13</b><br>- SEN parent survey; Herts for Learning (HfL) Conference; pupil premium visit   |           |
| 4.    | <b>Minutes of the Previous Meeting held on 7 December 2020</b><br>Agreed as a true record and to be signed off by Mr Blok (who chaired the last meeting). He will ensure the Oct & Dec signed minutes are filed in school.   | RB        |
| 5.    | <b>Matters Arising from the Minutes</b>  |           |
| 5.6.2 | <b>Governor Recruitment:</b> Mr Hope has had no reply to several emails to Mr Ridout so it was agreed to seek a new co-opted governor more widely. Clerk to send recruitment information to Chair. It was suggested that someone with an education background could be a priority. |           |
| 5.10  | <b>Small grant from Waitrose/Tesco:</b> HT to liaise with Ms Reeves and report back.   |           |
| 6.    | <b>Staff Wellbeing:</b> it was agreed to ask Mrs Clinton to write a report for the next FGB – noted that a report re pupil wellbeing is included in this meetings' papers.   | March FGB |
| 6.    | <b>School Development Plan Review:</b> six monthly review at SIC if it is timely and to bring a report to next FGB meeting. SIC to be moved to 19 March.   | March SIC |
| 10.   | <b>HIP Visit Reports:</b> to be on agenda of March SIC meeting   | March SIC |

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| 12.  | <b>Governor Visit Reports:</b> Ms Reeves to upload the report of her COVID-19 meeting with the HT last term and to meet again for an update. Write ups outstanding from Mr Milton & Ms Sayce. Carried forward.   | JR/OM/CS        |
| 13.  | <b>Supporting Children with Medical Needs Policy:</b> to be signed off by governors (NB statutory requirement has changed so HT will sign off policy as originally intended)   |                 |
| 14.4 | <b>Governor Self-Review:</b> Ms Reeves has received two back. Other governors to complete and send to her.   | JR/All Govrs    |
| 14.5 | <b>New Governor Induction Pack:</b> Mr Hope will review it and bring to the next FGB meeting<br>All other actions completed or on the agenda of this meeting.  | DH/March<br>FGB |
| 6.   | <p><b>Headteacher's Report</b></p> <p>The HT's report in the normal format was posted in advance of the meeting and questions invited:</p> <p><b>Q:</b> noted no KS2 SATS, will there still be pupil progress reviews? <b>A:</b> Assessments made last term and those requiring tutoring identified. Further assessment difficult at present, and will see how evolves. If school returns after Easter, will be repeating the process of identifying gaps (should be less than last year) and hope can do full assessments by July. Not yet clear whether the tutoring will go ahead remotely.</p> <p><b>Q:</b> How is the maternity cover working out? <b>A:</b> Both staff liaised with and handed over to their covers. If there are any concerns, they should be addressed to the HT.</p> <p><b>Q:</b> how many children are in school? <b>A:</b> 42 last week which is four times greater than in the previous lockdown. Numbers in different year groups vary – only two Y6 children so the Y6 teachers are working from home. Because of staffing levels, teachers are having to manage the children in their class in school and the remote teaching. Google classroom is a great improvement on last time. Staff were offered sessions to voice concerns, but not taken up.</p> <p>It was noted that there is no evidence that live teaching is better although children do miss out on the social and emotional experience. Staff work according to the needs of the children so with older children there is more teacher marking and feedback than with younger children. The staff governor explained it can be time consuming as work to be marked does not all come in together, but teachers are adapting – in Y6, pre-recorded literacy lessons working well and although only supposed to be a maximum of 30 mins live teaching, have found leaving the live feed on works well as children can drop in as they need to. The protocols of remote learning are on the website.</p> <p><b>Q:</b> what do you propose about parent consultations? <b>A:</b> had originally planned to speak to parents, but will have to review plans after half term. Do have the capacity to set up remotely, but it is unlikely that the content will be informed by assessment because of the difficulties when children are working from home. On the other hand, it was pointed out, it would be a good opportunity for parents to ask questions about remote learning etc.</p> |                 |

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|           | <p>Ms Shaw asked if it is possible to visit the school re a pupil premium meeting? Yes, remotely so go ahead and contact staff. It was also noted that Ms Shaw will attend some of the HfL Conference sessions in March. The Chair referenced his conversation with the Deputy Head and acknowledged the difficulties there sometimes are for staff eg control of younger children in class as well as interacting with children and their parents at home. There are not enough TAs at Aboyne Lodge to be able to share the responsibilities. It was agreed that the Chair and Head will work on some FAQs to explain what is being provided and what parents can expect.</p> <p><b>Q:</b> Are there concerns about the number of children on roll? <b>A:</b> Yes, the fall by 21 children means that there will be a significant impact on the finances of the school. However, the reason why most of the children have left is because their families (12 in total) have moved away. It was noted that it would be important to maximise efforts in future to attract children to the school.</p> | HT/Chair |
| <b>7.</b> | <p><b>Update on Priority School Building Programme (PSBP)</b><br/>Building issues mean that the completion date for the building has been delayed until about mid-June. Therefore, there is no need to request any school closures around Easter. Further information about dates will be forthcoming, but it was acknowledged that the delay into June, a month before the end of term, presents possible logistical issues over moving back in. Governors will be kept informed.</p>  |          |
| <b>8.</b> | <p><b>Update on HT Recruitment</b><br/>The period for application has been extended because the chaotic school return in the first week of January, when all staff were so busy adjusting, coincided with the previous closing date. Interviews will be the first week after half term. Mr Hope and Mr Blok to meet again with staff and the Chair said he had also spoken with the Deputy Head.</p>  |          |
| <b>9.</b> | <p><b>Resources Committee Report</b><br/>The minutes of the meeting held on 22 January 2021 were noted. Issues considered included:</p> <ul style="list-style-type: none"> <li>• The budget deficit is down to about £13k from about £22k and is being closely monitored. HCC have confirmed that the salary increases can be paid despite the deficit, and the meeting with them to look in more detail at the financial position is still outstanding.</li> <li>• Parental donations are about £8k which is less than hoped for. A letter to parents updating and reminding them is to be sent.</li> <li>• There is concern about the viability of the nursery. Staffing is high in relation to the low numbers currently on roll. Further work needs to be done on long term viability.</li> </ul> <p><b>Q:</b> Is it possible to tap into alternative insurance through a government scheme, risk protection arrangement for schools? Ms Reeves has the link.</p>   |          |



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| <b>13.4</b> | <b>Health Check on Governor Hub:</b> Mr Blok asked if governors should be using this facility to help review their role. It was agreed that the clerk would find out more and the item be brought forward in the summer term. | Clerk/Summer FGB meeting |
| <b>14.</b>  | <b>Date of Next Meeting</b> Monday 22 March 2021  |                          |

Signed: .....  
(Chair)

Date: .....

### ACTION SUMMARY

| Item       | Action  | Who/Where                |
|------------|---|--------------------------|
| 4.         | Mr Blok to ensure Oct & Dec signed minutes are filed in school  | RB                       |
| 5.5.10     | HT to liaise with Ms Reeves re possibility of small grant for young people from Waitrose/Tesco.           | HT/JR                    |
| 5.6 & 5.10 | March SIC agenda to include six monthly review of SDP and report on HIP visits                            | March SIC agenda         |
| 5.6.       | Report on staff wellbeing to be on March FGB agenda.  | March FGB agenda         |
| 5.12       | Governor visit write ups to be posted from Ms Reeves, Mr Milton and Ms Sayce. Ms Reeves to meet HT again. | JR/OM/CS                 |
| 5.14.4     | Governor Self-Reviews to Ms Reeves  | All Govrs/JR             |
| 5.14.5     | New Governor Induction Pack Review  | DH/Mar FGB agenda        |
| 6.         | Develop FAQs to explain remote learning and help manage expectations                                      | HT/Chair                 |
| 9.         | Look into risk protection insurance arrangement for schools   | JR/AF                    |
| 12.3       | Annual school website review and report to SIC meeting  | CB/SIC Agenda            |
| 13.4       | Clerk to look into use of Health Check on Governor Hub and to bring forward in summer term.               | Clerk/Summer FGB meeting |