

ABOYNE LODGE JMI SCHOOL

Minutes of Meeting of the Full Governing Body held on Monday 7 December 2020 by TEAMS

Present:

Ms Cecilia Fenech Brincat	COP	Mr Robert Blok (Chair)	PAR
Mr Oliver Milton	COP	Ms Alex Farley	PAR
Ms Joanne Reeves	COP	Ms Emma Fitzgibbons	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 (HfL clerk)

		ACTION
1.	Welcome & Apologies for Absence Apologies were received from Mr Hope and accepted by governors. Mr Blok took the chair in his absence.	
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 15 None	
4.	Minutes of the Previous Meeting held on 5 October 2020 It was agreed that under Item 10, the last line should be amended to record that there had been limitations on ALSA's fundraising (not none). Subject to this amendment, the minutes were agreed as a true record. A revised copy will be sent to Mr Blok for signature and returning to school.	Clerk/RB
5. 6.2 6.7 6.10 10. 11.	Matters Arising from the Minutes of 5 October 2020 Possible new governor: carry forward Chair's approach to Mr Ridout Statutory Declarations of Business Interests: Ms Lockwood to complete after the meeting and Mr Hope to be reminded of the need to update his record on Governor Hub (GH). Governor Annual Work/Business Plan: plan updated and posted in key documents on GH. Tesco/Waitrose small grants: with the HT, who will follow up and report to RC meeting. Meeting with Staff: Mr Blok and Mr Hope were well received when they met with staff to discuss the recruitment process. The HT reminded them of their promise to meet staff again prior to the shortlisting which is early January. All other actions complete or on the agenda	DH Clerk/DH HT/RC Agenda

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6.	<p>Report from School Improvement Committee (SIC) The minutes of the meeting held on 20 November 2020 were noted. Business included School Development Plan (SDP), pupil progress meetings, Covid funding, staff and pupil survey:</p> <ul style="list-style-type: none"> • No data to inform pupil progress meetings as no SATS. Discussed how best to use Covid funding to support pupils reach expected standard by the end of the year (see HT’s report). • Outcomes of staff and pupil surveys will be shared. To be done in January once gremlins in system found at Templewood School (TS) are ironed out. Q: will you use Survey Monkey? A: yes, did so at TS. Q: would it be appropriate for governors to send out the staff survey? A: Agreed this will happen in the first half of next term. <p>School Development Plan: Much has been carried over with adjustments for catching up with learning. It was confirmed that the governor objectives carry over too. The Deputy Head will report on the development of the skills of senior leaders and it was agreed that Mrs Clinton should report to governors on wellbeing – either to attend a RC meeting or to meet with the link/representative from RC – to be determined at next RC meeting. Governors recorded their appreciation of all the work Mrs Clinton has undertaken since March in support of wellbeing of the school community – well above and beyond her duties. The School Development Plan was approved and will be reviewed at the spring SIC meeting.</p>	<p>RC Agenda</p> <p>SIC Agenda</p>
7.	<p>Report from Resources Committee (RC) The RC has not met since the last FGB meeting. Mr Blok highlighted:</p> <p>Pay Policy was approved by Governors. At the last meeting, governors were informed that HCC advice was being sought re instigating the proposed salary increase with a deficit budget. A written response from them was not as strong as an initial verbal response and further clarification has been sought. This has not yet been received and neither has Aboyne Lodge received its visit from HCC about the proposed deficit. It was noted that in the present climate, they have other schools with greater priority and in the circumstances, the school is assuming that the budget is approved and carrying on with the salary increases.</p> <p>Brokerage Visit: Aboyne Lodge is to receive a brokerage visit, focussing not on finance (like some other schools), but on governance and the needs of disadvantaged pupils. The fact that finance is not being prioritised supports the approach above. Cathy Irons from HfL will meet with staff and Ms Shaw as the link governor in May 2021.</p>	
8.	<p>Update on Priority School Building Programme (PSBP) The building project is on target for re-opening from 12 April. The Head acknowledged the significant support she has had from Mr Milton, Mr Blok and Mr Hope throughout the project. Mr Blok will circulate a thank you from Y4 for clearing the hall. The Chair needs to request permission from HCC to close the school for two days at the end of the Easter term and two days at the beginning of the Summer term to facilitate moving into the new building.</p>	<p>DH</p>

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	<p>Parents to be informed as soon as possible.</p> <p>Q: what do we know about additional costs? A: come up at intervals eg the fencing by the nursery, but overall will have to see how it works out.</p>	
<p>9.</p>	<p>Future Plans and Headteacher’s Recruitment</p> <p>The advert was in Teach in Herts last week. The closing date is 6 January and interviews will be 18 January. The HT thought it was a very good advert, reflecting the school well. Q: who is on the panel? A: Ms Reeves, Ms Sayce, Mr Blok and Mr Hope. Q: what are the budget implications of a full-time head after the split with TS? A: the full-time post is included in the 5-year budget forecast – several components of the budget will need to be reviewed including lettings and nursery, but the meeting with HCC is awaited. The panel were encouraged by HR’s belief that there would be candidates for the post. It was noted that the TS interviews are the beginning of February.</p>	
<p>10.</p>	<p>Headteacher’s Report</p> <p>The HT’s report, posted in advance of the meeting, covers various aspects of the school’s response to Covid – closures and isolations, progress and attainment, wellbeing, catch up strategy and use of Covid funds, and protocols for remote learning:</p> <ul style="list-style-type: none"> • A summary of the catch-up strategy and use of Covid funding is detailed in the HT’s report (and is on the website as is required). • There is nearly £16k to support as many pupils as possible. In addition to the Back on Track materials, there is targeted support, prioritising the needs of SEN and disadvantaged pupils – use of tapestry, therapy and nurture resources, and tutoring support for those who need more intensive input. • The report also reiterates the remote learning protocols. Each of these has been put to the test, some have worked very well and in other cases, adjustments have been made as necessary. It has been a steep learning curve and not as simple as the government thinks. School was congratulated by one parent for the huge improvements made since the first lockdown with the introduction of google classrooms. Q: how have you adjusted? A: technology issues at teachers’ homes can be problematic. Found that some had no cameras, so with ALSA money, have provided webcams for all teachers. The requirement to isolate comes without notice, so a teacher may find they do not have the learning materials at home. Overall, have worked very hard to facilitate remote learning when been required for the different reasons, and done as much as possibly can. <p>Q: what is happening about maternity cover? A: Covered in Y3 by a male teacher and in Nursery, by a cover who has worked there before.</p> <p>Q: Are there plans for a PE co-ordinator and literacy co-ordinator to cover subsequent gaps? A: yes, will be allocated this week.</p> <p>The visit from the Herts Improvement Partner (HIP) will be reported to the</p>	

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ACTION SUMMARY

Item	Action	Who/Where
4.	Amendment to be made to minutes, revised minutes to RB for signature and he will send a copy to school.	Clerk/RB
5.6.2	Carry forward Chair's approach to Mr Ridout about returning to the Governing Board.	DH
5.6.7	Remind Mr Hope to update his business interests' declaration on GH	Clerk/DH
5.10	HT to follow up possibility of small grant for young people from Tesco/Waitrose and report to RC meeting.	HT/RC Agenda
6.	RC to determine how best to liaise with Mrs Clinton re wellbeing.	RC Agenda
6.	Review of SDP and progress made at spring SIC meeting	SIC Agenda
8.	Request permission to close school for two days at end of Easter term and two days at beginning of Summer term.	DH
10.	HIP Visit report to SIC Agenda – report to be posted on GH	SIC Agenda/HT
12.	Write up governor visits	OM/JR/CS
13.	HT to check whether Supporting Children with Medical Needs Policy is due to be signed off by governors or not.	HT
14.3	Organise in-house training session on Vision, Mission & Strategy	CB
14.4	Complete Governor Self-Review as requested by Ms Reeves	All Governors
14.5	New Governor Induction Pack annual review – c/f next meeting	Jan FGB Agenda