

## ABOYNE LODGE JMI SCHOOL

### Minutes of Meeting of the Full Governing Body held on 14 May 2018

**Present:**

Ms Sally Cameron Griffiths	COP	Mr Tom Irwin	PAR
Mrs Christy Roach (Chair)	COP	Ms Emma Fitzgibbons	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 (clerk)

		ACTION
1.	<p><b>Welcome &amp; Apologies for Absence</b> Apologies were received from Ms Fenech Brincat, Mr Hope, Mr Blok and Mr Scheving. All apologies were accepted by governors.</p>	
2.	<p><b>To Note the Need to Declare any Conflict of Interest</b> Governors were reminded to declare any conflict of interest should it arise during the meeting and withdraw from that item</p>	
3.	<p><b>To Receive notification of any other business for Item 13</b></p> <ul style="list-style-type: none"> <li>- School website</li> <li>- Ofsted Feedback</li> </ul>	
4.	<p><b>Minutes of the Meeting held on 19 March 2018</b> The agreement that Ms Cameron Griffiths would create an induction pack for governors was added to item 13.2 and to the action summary. The minutes were then agreed as a true record and signed by the Chair.</p>	
5. 13.2  5.11	<p><b>Matters Arising from the Minutes</b> <b>Governor Induction Pack:</b> Draft sent to Mr Irwin and Ms Fenech Brincat. The guidance on school visits will be added. It is hoped that the training governor will oversee the implement of the induction with any new governor. Ms Fitzgibbons will trial it once complete. Ms Cameron Griffith to report back on progress at next meeting. <b>GDPR:</b> It was noted that Ms Lockwood has been appointed as the Data Protection Officer. <b>Q:</b> Is this acceptable? <b>A:</b> It is believed to be so, she has no role in inputting data. The progress of GDPR compliance will be a standing item at RC meetings. All other items on the agenda.</p>	<p><b>SCG</b></p> <p><b>RC meetings</b></p>
6.	<p><b>Report from School Improvement Committee (SIC)</b> SIC meets in June so any further analysis of the parent survey is carried forward to then.</p>	<p><b>SIC meeting</b></p>

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<b>7.</b>	<p><b>Report from Resources Committee (RC)</b> The RC have met to consider the school budget and adjourned for a further meeting on Friday.</p> <p><b>Priority School Building Programme (PSBP) Update:</b> The head informed governors that the contractors' bidding day has been delayed and rescheduled for 22 May.</p> <p>An update on <b>Charitable Status</b> carried forward to July FGB in absence of Mr Blok.</p>	<b>RC report, July FGB</b>
<b>8.</b>	<p><b>Headteacher's Report</b> Circulated in advance and the HT invited questions from governors:</p> <p><b>Q:</b> What is student mentor training and what impact has it had? <b>A:</b> All student teachers are allocated a mentor from within the staff group which has provided good support to the trainees. All mentors are required to undergo training in advance to enhance their skills in providing this valuable support.</p> <p><b>Q:</b> Do children still carry out tours of the school for prospective parents? <b>A:</b> Yes, always do. They are naturally good advocates for the school and the feedback is always positive.</p> <p><b>Q:</b> What is the benefit of the links with St Albans Boys School (STABS)? <b>A:</b> the boys provide good male role models and when the children visit STABS they are enthused by the use of specialist facilities like proper science labs, art and drama studios. <b>Q:</b> Are there opportunities to do more of this ilk with other schools? <b>A:</b> Whilst acknowledging the benefits, it was felt the current level of activity is probably all that can be realistically managed at present.</p> <p><b>Q:</b> What is being done to counter the impact of so few girls in Y3? <b>A:</b> A range of initiatives are being taken including mixing Y3 &amp; Y4 for some activities &amp; next year moving Y4 &amp; Y5 into linked classrooms to aid integration as well as focussing in learning on strong female role models where possible eg proactively seeking literacy texts with strong female leads and in history ensuring that key women are highlighted when studying the Victorians. <b>Q:</b> how will you measure the success of your initiatives? <b>A:</b> engaging with the 4 Y3 girls to elicit their feedback as well as observations.</p> <p><b>Q:</b> What happens in school about gender diversity? <b>A:</b> Stonewall to visit school this term, included in equality plan and needs of vulnerable pupils will be a priority in next years School Development Plan (SDP).</p> <p><b>Q:</b> Would it be possible to repeat "bring mum to school day?" – encouraging mothers to speak about their careers. <b>A:</b> Agreed to do next year.</p> <p><b>Q:</b> How does the school ensure that all pupils are able to benefit from any school trips? <b>A:</b> the school does a lot to ensure that pupil premium pupils do not miss out on trips etc – allowance made in the budget.</p> <p><b>Q:</b> How has the caretaker role been restructured? <b>A:</b> the hours have been streamlined – afterschool clubs are to be keyholders, each with a different fire alarm code so it is possible to track movements and the cleaners for the school will be responsible for closing up. The head was congratulated on</p>	

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	<p>this outcome. She reported that interviews will take place next Monday.</p> <p><b>Q:</b> Are the protocols with regard to children signing into and out of after school clubs being followed? <b>A:</b> Head to check.</p>	<b>Head</b>
<b>9.</b>	<p><b>Safeguarding Update &amp; Discussion</b></p> <p>It was agreed that Ms Shaw will shadow Ms Roach with a view to taking on the safeguarding role after Ms Roach stands down at the end of this year. As Ms Shaw has a number of other roles, this prompted a discussion about sharing out responsibilities including whether or not to have two vice chairs. It was noted that the next meeting will be electing a chair and vice chair to take effect from September and it was felt that it would be equally timely to review governor responsibilities in July too. The head, chair and vice chair will meet to draft a list of key roles to be filled for the next agenda.</p>	<b>Head/CR/TI/ July FGB</b>
<b>10.</b>	<p><b>Academy Update</b> <span style="float: right;">None</span></p>	
<b>11.</b>	<p><b>School Visits</b></p> <p>Governors noted the reports circulated prior to the meeting on arts, sport, SEND and the Learning Zone. Outstanding report from Mr Scheving carried forward. Ms Cameron Griffiths' recommendations from her SEND and Learning Zone reports were considered:</p> <ul style="list-style-type: none"> <li>- Home school agreement is on the policy review schedule</li> <li>- HT will encourage staff to add their pictures to the website, but their reluctance was noted</li> <li>- The Chair will attend the meeting for new reception parents to explain the role of the GB</li> <li>- SEN link to approach RC clerk re access to their agenda in case there are any SEN related items</li> <li>- There is no money for improved key data systems.</li> </ul> <p>This led to a discussion by governors on key data they would like to receive regularly from the HT. It was agreed that the head will include in her termly HT report, data on attendance &amp; behaviour incl exclusions &amp; bullying as well as the number of safeguarding concerns (yellow forms) - with previous school data and national average for comparison/trend.</p>	<b>Head</b>
<b>12.</b>	<p><b>Governor Effectiveness</b></p>	
<b>12.1</b>	<p><b>Governing Body Membership:</b> It was noted that Ms Roach stands down in the summer when there will be two co-opted governor vacancies. A possible co-opted governor put forward by Ms Cameron Griffiths is to meet the Chair. A new ad has also been placed on SGOSS.</p>	
<b>12.2</b>	<p><b>Governor Training:</b> All non-parent governors encouraged to attend Exclusions training. Ms Lockwood has completed induction training &amp; Ms Fitzgibbons has done safeguarding with induction coming up. Noted two inhouse sessions for 2018-19.</p>	
<b>12.3</b>	<p><b>Skills Audit:</b> Mr Irwin had emailed the outcome of the audit to all governors which highlights strengths and weaknesses. It was noted that the possible</p>	

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12.4	co-opted governor would fill most of the key gaps. <b>Strawberry Tea (governors/staff):</b> Head to liaise with Ms Roach re date and non-staff governors to give Ms Roach £10 contribution.	<b>All Govrs/CR TI</b>
12.5	<b>Annual Governor Statement:</b> for News on the 9 <sup>th</sup> . In hand.	
13. 13.1	<b>To receive Any Other Business as notified in Item 3</b> <b>School Website:</b> Two issues came out of Ofsted inspection and are being acted upon – add governor pecuniary interests & add information about impact to the Pupil Premium report (in Sept). A vacancy has been posted at the University of Herts for a student to update the website. Ms Lockwood to provide photo and Ms Fitzgibbons photo (emailed) to be found. To ask Maria to upload photos.	<b>Head</b>
13.2	<b>Governor Hub:</b> Not currently on the premium service, but it is hoped the subscription will be sorted out soonest.	
13.3	<b>Ofsted Feedback:</b> The head and governors were very pleased with how the Ofsted visit went. Formal notification of the outcome will follow once the report is received, but the inspector was extremely positive about the school after a very rigorous and thorough inspection. Governors expressed their thanks to the head and to her staff for such an excellent outcome which recognised all the hard effort put in by everyone involved.	
14.	<b>Date of Next Meeting</b> <span style="float: right;"><b>Monday 9 July 2018 at 7 pm</b></span>	

Signed: .....  
(Chair)

Date: .....

### ACTION SUMMARY

Item	Action	Who/Where
5.13.2	To report progress with the governor induction pack	SCG
5.5.11	GDPR progress to be standing item on RC agendas	RC meetings
6.	Further analysis of parent survey	June SIC meeting
7.	Update on charitable status at next RC meeting, reporting to July FGB	Next RC meeting/July FGB RC report
8.	To check whether after school club protocols being followed re signing in and out.	Head
9.	To draft list of key governor roles for agenda item at next FGB.	Head/CR/TI/ July FGB

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11.	Visit report from Mr Scheving to Chair before next FGB.	BS/July FGB
11.	Termly HT report to include data on exclusions, bullying, attendance & no of safeguarding issues with previous school & national data for comparison/trend.	Head
12.4	£10 contribution from governors for Strawberry Tea to CR	All governors/CR
12.5	Governor Annual Statement for News on the 9 <sup>th</sup> to be completed.	TI
13.1	Update to school website post Ofsted	Head/Chair
13.2	Establish subscription to premium service of Governor Hub	Head