

## ABOYNE LODGE JMI SCHOOL

### Minutes of Meeting of the Full Governing Body held on Monday 16 March 2020

**Present:**

Ms Cecilia Fenech Brincat	COP	Mr Robert Blok	PAR
Ms Sally Cameron Griffiths	COP	Ms Alex Farley	PAR
Mr David Hope (Chair)	COP	Ms Emma Fitzgibbons	PAR
Mr Oliver Milton	COP	Ms Rachel Lockwood	STF
Ms Joanne Reeves	COP	Mrs Amanda Abley	HT
Ms Tina Shaw	LA		

COP= Co-opted Governor; PAR = Parent Governor; STF = Staff Governor; HT = Headteacher;  
LA = Local Authority Governor

**In Attendance:** Ms Sue McClinton (HfL clerk)

**It had been agreed that the Governing Body meeting would be held virtually because of the Covid-19 crisis. All governors listed above dialled into the meeting.**

		ACTION
1.	<p><b>Welcome &amp; Apologies for Absence</b> Apologies were accepted from Ms Clare Sayce</p>	
2.	<p><b>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>Any Other Business</b> for Item 14 <b>Coronavirus Update</b> It was agreed to take this item first. The head outlined the business contingency plan which she said would be circulated the next day. Immediately, all trips, productions and whole school assemblies are cancelled, there will be no volunteers nor supply staff (insurance issue). <i>Ms Fitzgibbons joined the meeting</i> Good hygiene has been promoted with the children and teachers have been working on home learning packs. Arrangements for notice to close are set out as well as sign in arrangements during any closure – teachers who cannot work from home and builders. If the school reaches a point whereby it cannot function depending on which staff are absent, emergency plans will be implemented. County has provided proformas and templates. Emergency contact numbers for staff are included in the emergency plan. Governors were asked to update their contact details on Governor Hub. <b>Q:</b> Do you have the means of reaching staff quickly? <b>A:</b> yes, a What's App group. <b>Q:</b> Is there any change to pupil attendance at the moment? <b>A:</b> Yes, about double the normal today (24). One member of staff is in self-isolation. <b>Q:</b> What homeworking resources will there be? <b>A:</b> Materials for two weeks. Noted that a primary school is not set up like a secondary school so if any closure is more like 4-6 weeks, this is a challenge. The local heads' group is</p>	<b>All Govrs</b>

## ABOYNE LODGE JMI SCHOOL

	<p>active and are learning from each other. <b>Q:</b> What about the builders?  <b>A:</b> The site manager has keys so they can access the building as well as teachers to pack up. Sensitive material is locked in Mandy’s office and only the site manager has the key. Crates have been ordered.  <b>Q:</b> Are there any pregnant staff? <b>A:</b> Not aware of any at the moment.  The situation is changing all the time and governors will be kept up to date.</p>	
4.	<p><b>Minutes of the Previous Meeting held on 20 January 2020</b>  The minutes were agreed as a true record. The Chair will sign the minutes and pass them to the HT for the records.</p>	Chair
5. 5.....7 5.12.2 5.5.11 12.	<p><b>Matters Arising from the Minutes</b>  <b>Gift Aid:</b> HMRC want further information about the charity’s bank account before confirming registration. Ms Fitzgibbons following up.  <b>Policy Schedule:</b> The clerk has reviewed the current schedule against the revised regulations and sent it to the Head who will re-visit in due course.  <b>Staff Survey:</b> This is prepared, but not the right time to activate it. The head reported that she had met with all staff – some of whom are unhappy with the lack of government action to close schools. <b>Q:</b> Will you hold staff meetings remotely? <b>A:</b> Not as yet set up, but will be looking at it.  <b>Future School Structure Options Paper:</b> A paper has been prepared but not yet circulated. Looks at alternative structures, succession planning and the financial position. Will be a major item at the next FGB meeting.  All other actions either complete or appear on the agenda of this meeting.</p>	EF  HT   May FGB Agenda
6.	<p><b>Report from School Improvement Committee (SIC) held on 6 March 2020.</b>  The minutes were posted in advance and noted. Business included pupil premium, quality of teaching, historic SATS analysis and policies. The staff pulse survey will be brought forward in future. The historic SATS results were looked at in depth including HIP and school leader reports. It was noted that changes had taken place nationally to the way age-related expectations data was constructed between KS1 and KS2 affecting several cohorts. Once this is taken into account, the children are where they should be. There is a lot of work going on to bolster SATS results and this work will be reflected in next year’s School Development Plan (SDP). Governors were invited to email any further questions to the head.</p>	
7.	<p><b>Report from Resources Committee (RC) held on Friday 28 February 2020.</b>  The minutes were posted in advance and noted. Business included school field development, finance, school building project and health and safety.  Key points highlighted:</p> <ul style="list-style-type: none"> <li>- Ms Cameron Griffiths will be following up the school field and reporting to RC.</li> <li>- It is estimated there will be about a £9k deficit at the end of the year, but up to date accounts will be reviewed with Maria before the end of the month</li> <li>- <b>School Building Project:</b> the handover of the temporary school has been postponed until after Easter. There has been a delay with the</li> </ul>	

## ABOYNE LODGE JMI SCHOOL

	<p>Astroturf, but the overall timetable has not changed. The Lodge Room has some foundation issues which means that arrangements for re-locating Reception and Nursery have been revised. Reception's start date in September may be delayed a couple of days.</p>	
8.	<p><b>Update on Priority School Building Programme (PSBP)</b> See Item 7. above.</p>	
9.	<p><b>Headteacher's Report</b> The head's report was the <b>half yearly update on the SDP</b> – posted in advance with an added impact column. The second target on developing the wider curriculum has been abandoned for this year, no inset this term because of the move. It will be carried forward to next year's plan. The rest is progressing well. <b>Q:</b> Are there any risks from carrying forward the second target? <b>A:</b> It is being talked about and is part of the work on the first target to develop the skills of subject leaders. Noted Ofsted is not imminent. The <b>SEF</b> will be updated after pupil progress meetings this week. The Herts Improvement Partner (HIP) will be visiting next week.</p>	
10.	<p><b>Safeguarding Update &amp; Discussion</b> No current issues to bring forward. A governor raised a recent child collection issue. The head assured governors that arrangements had been changed and communicated to parents. Some concern was raised and the head agreed to re-iterate the message to ensure that everyone including supply teachers are very clear going forward.</p>	
11.	<p><b>Future School Structure Working Party</b> See Item 5 Matters Arising above</p>	
12.	<p><b>School Visits</b> Ms Shaw's report on the pupil premium strategy was noted. There are some amendments to the numbers so a revised version will be posted. Ms Shaw was thanked for her helpful report.</p>	
13. 13.1  13.2  13.3	<p><b>Governance Matters</b> <b>Governing Body Membership:</b> Ms Brincat's term of office ends on 15 May, before the next FGB meeting, so the clerk will clarify her intentions thereafter. If she wishes to continue, governors agreed to her re-appointment prior to the next meeting on 18 May. <b>Training and Development:</b> Changes on Governor Hub to integrate governor training and record keeping. Watch out for HfL posts on Governor Hub asking governors to update their training records before the changeover. <b>Governor Self Review:</b> Chair will follow up to check what progress made and whether the information is still current.</p>	<p>All Govrs   DH</p>

## ABOYNE LODGE JMI SCHOOL

<b>14.</b>	<b>Any Other Business as notified in Item 3</b> None as taken under Item 3. The clerk indicated any future meeting could be set up virtually by her using Microsoft TEAMS. All governors urged to keep in touch.	
<b>15.</b>	<b>Date of Next Meeting</b> Monday 18 May 2020 at 7 pm	

Signed: .....  
(Chair)

Date: .....

### ACTION SUMMARY

Item	Action	Who/Where
3.	All governors to update contact details on Governor Hub	All Governors
4.	Sign minutes of meeting held on 20 January 2020 and give to HT	Chair
5.5.....7	Completion of gift aid registration process	EF
5.5.12.7	Policy schedule – HT to review following clerk’s work	HT
12.	Future School Structure Option Paper	May FGB Agenda Item
13.2	Update training record on GH and look out for updates on integrated system on GH	All Govrs
13.3	Follow up governor self review	DH