

## ABOYNE LODGE JMI SCHOOL

### Minutes of Meeting of the Full Governing Body held on TEAMS on Monday 18 May 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 Clare Sayce	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 (clerk)

		ACTION
1.	<b>Welcome &amp; Apologies for Absence</b> Apologies received and accepted from Ms Fitzgibbons	
2.	<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	
3.	<b>Any Other Business for Item 13</b> HT's report will include future plans.	
4.	<b>Minutes of the Previous Meeting held on 16 March 2020</b> Clerk to amend minutes to reflect 4-6 weeks in Item 3. Minutes then approved. Chair to sign and date both January and March FGB minutes and send an electronic copy to school.	Clerk/Chair
5. 5.5....7 5.5.12.7 12.  13.2	<b>Matters Arising from the Minutes</b> <b>Gift Aid:</b> Additional information sent by Ms Fitzgibbons to HMRC and a response is awaited. Carry forward until know gift aid is set up. <b>Policy Schedule:</b> carry forward completion by HT. <b>Future School Structure Option:</b> Mr Blok confirmed that work is going on looking at the financial analysis and succession planning. Mrs Farley will take the former forward as financial information is now available. Mrs Cameron Griffiths has looked at different structures and Mr Blok is waiting contact from HfL recruitment services in relation to succession planning. Once drawn together, it will be helpful to speak with the HT. The Working Group will then send out information to governors prior to the next FGB meeting at the beginning of July <b>Training:</b> All training is now through Governor Hub (GH) and governors received a communication from HfL via GH today. Ms Brincat will keep the	EF HT  Working Group

## ABOYNE LODGE JMI SCHOOL

<b>13.3</b>	<p>spreadsheet of training undertaken up to date.</p> <p><b>Governor Self Review:</b> Previous input is now out of date and a new system is available from HfL. Chair to follow up and circulate document.</p>	Chair
<b>6.</b>	<p><b>Virtual Meetings Policy</b></p> <p>Approved and will be topped and tailed for AL by the office and put on GH</p>	Admin/Clerk
<b>7.</b>	<p><b>Headteacher's Report</b></p> <p>Report posted in advance. The HT highlighted:</p> <ul style="list-style-type: none"> <li>• Have been open for children of keyworkers all through including the first week of the Easter holidays and Bank Holiday. Have 6 children on different days.</li> <li>• SLT phoned all families of vulnerable children, staff are logging when the website is not accessed and sending personal follow up emails</li> <li>• Contact with children has included videos, the 4<sup>th</sup> nearly completed, which have gone down well</li> <li>• HT emails all staff and parents each Monday. For staff, there are a lot of What's App groups and Mrs Clinton is supporting wellbeing.</li> </ul> <p><b>Q:</b> What are you doing for children who need additional support? <b>A:</b> Mrs Clinton is in touch with them, some daily, some as needed, and is in liaison with the staff.</p> <p><b>Q:</b> how do we know if there are additional vulnerable children as a result of financial and other change? <b>A:</b> school are in touch with all families and if they have not heard anything, individuals are communicated with personally and report back made.</p> <p><b>Q:</b> do we have any bereaved children? <b>A:</b> not known at the moment, but will be part of the final letter to parents once the numbers returning are known.</p> <p><b>Plans for Re-opening:</b> After a lot of work in the context of guidance changing virtually daily, and with very strong liaison between the St Albans heads, the plan circulated to governors for the return of Nursery, Reception, Y1 and Y6 was arrived at – with groups of up to 15 attending 2 days per week – Mon/Tues or Thurs/Fri. Then on Friday, this was brought into question by further guidance stating that all should be in, no rotas. After further reflection, the HT has concluded that this is not possible for AL. To have two groups of 15 children daily, there are not enough staff. Up to 15 children have to have the same teacher in the same room. Other small schools are finding the same problems, some other St Albans schools and Welwyn/Hatfield schools are responding similarly and county have said they will support whatever decision a school makes. It is a complex arrangement and involves staggered starts and finishes.</p> <p>The detailed letter explaining the steps the school can take has been sent today to parents and the school awaits responses as to who wants their children to come back and their preferred session at the beginning or end of the week. Potential issues that may affect the plan include:</p> <ul style="list-style-type: none"> <li>• It is not known if the number of children of keyworkers will change. If the numbers increase in Y2-Y5, this would have implications for</li> </ul>	

## ABOYNE LODGE JMI SCHOOL

	<p>the number of Y6 that can be managed.</p> <ul style="list-style-type: none"> <li>• A meeting has been requested for tomorrow with the HT with the DfE and the contractors. The HT speculated as to whether they want Reception and Nursery in the temporary school for the rest of term which will have implications for inside and outside space. The HT will keep governors up to date with any developments.</li> </ul> <p><b>Q:</b> do we know what the parents’ response is likely to be? <b>A:</b> guidance is to plan as if all are coming back. If less, will still need to carry out plan as the numbers can change on any day.</p> <p><b>Q:</b> Is outdoor space an issue? <b>A:</b> Not clear yet and the project call may change the situation. Keeping under review.</p> <p><b>Q:</b> how are the staff? <b>A:</b> There is a lot of communication with teachers including weekly email from the HT, updates from the office about keyworkers’ children, contact from Mrs Clinton re welfare and mindfulness and the staff governor confirmed that there is a lot of contact between different What’s App groups of staff.</p>	
<p><b>8.</b></p>	<p><b>Update on Priority School Building Project</b></p> <p>There are two meetings scheduled, the second in half term week, after which it will be clearer about progress and plans. Building is due to be ready 1 June and removers this week have moved crates across to the temporary school. Staff are rota’d to cover. School will be closed to keyworker children over half term when staff sort out the classrooms. Hopefully will be clearer about the number of pupils by then. Starts from 1 June will be staggered, there are packed lunches &amp; work will be carried out on the outdoor area in preparation for the return. It will be helpful to know when the Astroturf will be ready.</p>	
<p><b>9.</b></p>	<p><b>Report from Resources Committee held on 12 May 2020.</b></p> <p>The Chair confirmed that the surplus at the end of 2019-20 was £500. This is better than anticipated at the beginning of the year and he credited staff with reducing costs during that period. The budget for 2020-21 currently shows a deficit of £36k. Two issues over which the school does not have control have particularly impacted the budget:</p> <ol style="list-style-type: none"> <li>1. The number of nursery children taking up the 30 hours offer has dropped, resulting in a reduction in income of about £17,000 and</li> <li>2. Staff salaries (including related costs) were budgeted to increase by £36,000 due to a combination of projected annual pay increase and teachers moving up the pay scale. About 85% of budget is staffing costs which is high – county say if above 75% it is very difficult to balance a budget. Other issues highlighted were: <ul style="list-style-type: none"> <li>• Income from lettings, normally about £11k, down and is not in the budget. ABC Breakfast Club and XYZ After School Clubs will not be running.</li> <li>• Impact on ALSA’s ability to raise money noted – hope they will be able to meet current plan to fund a TA next year and Mr Blok to liaise with them.</li> </ul> </li> </ol>	<p>RB</p>

## ABOYNE LODGE JMI SCHOOL

	<ul style="list-style-type: none"> <li>Income from parents budgeted at £8-9k based on what received this year. Cannot update at present as requires physical trip to bank. To put on next FGB meeting agenda.</li> </ul> <p>In summary, Mr Blok said that the figures are still being worked on and then there will be discussion with County about approval for a deficit budget.</p>	July FGB Agenda
10.	<p><b>Safeguarding Update</b> None</p>	
11.	<p><b>Child Protection Policy Amendments</b> Governors approved the Covid related appendix to the Child Protection policy (issued by HfL) pending it being posted on Governor Hub by the HT on Thursday. Please contact the HT if any concerns.</p>	HT
12.	<p><b>Governance Matters</b> Governors noted the new arrangements for booking Training and the new governor resources in Knowledge available on the HfL tab on GH.</p>	
13.	<p><b>Any Other Business as notified in Item 3</b> Governors discussed governance arrangements for the rest of the summer term. It was decided to have a Resources Committee meeting at 10 am on Friday 5 June 2020 to update on finance and the building project. FGB will go ahead on 6 July 2020 and include any key School Improvement Committee business eg responding to loss of learning for pupils.</p>	July FGB Agenda
14.	<p><b>Date of Next Meeting</b>    Monday 6 July 2020</p> <p>Governors thanked the HT and her staff for everything they have done during such a difficult time.</p>	

Signed: .....  
(Chair)

Date: .....

## ABOYNE LODGE JMI SCHOOL

### ACTION SUMMARY

Item	Action	Who/Where
4.	Chair to sign and date Jan & Mar FGB minutes and send to school electronically	Clerk/Chair
5.5	Continue to carry forward gift aid registration until it is completed	EF
5.5.12.7	Carry forward completion of policy schedule	HT
5.12.	Future School Structure Options: financial analysis, succession options, and structures to be drawn together for discussion with HT and then information to governors	Working Group/HT/All Governors/July FGB Agenda
5.13.3	Chair to follow up and circulate document re governor self-review	Chair
6.	Virtual Meetings Policy to be topped and tailed & put on GH	Admin/Clerk
9.	Liaison with ALSA re spending plans	RB
9.	Update on income from parents.	July FGB Agenda
11.	Post revised Child Protection policy on GH	HT
13.	Include response to loss of learning for pupils on July FGB agenda (in lieu of SIC meeting)	July FGB Agenda