

ABOYNE LODGE JMI SCHOOL

Minutes of Meeting of the Full Governing Body held on Monday 21 January 2019

Present:

Ms Cecilia Fenech Brincat	COP	Mr Robert Blok	PAR
Ms Emma Haller	COP	Mr Tom Irwin	PAR
Mr David Hope (Chair)	COP	Ms Clare Sayce	PAR
Ms Joanne Reeves	COP	Ms Rachel Lockwood	STF
Ms Tina Shaw	LA	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)

Before formal business began, the meeting was addressed by Kathy Dunnett, Senior Governance Adviser, Herts for Learning (HfL) on some of the issues to consider in relation to a School Federation. Governors asked questions of Ms Dunnett to increase their knowledge of what is involved and what they should consider. The information will form part of a wider consideration of different structural options for Aboyne Lodge. Should governors decide to go ahead at any point, Ms Dunnett would supply further information about the support HfL can provide in the process and its cost.

ACTION

1.	Welcome & Apologies for Absence Apologies were received from Ms Cameron Griffiths (unwell) and Ms Fitzgibbons (moving house). Both apologies were accepted by governors.	
2.	Declare any Conflict of Interest Governors were reminded to declare any conflict of interest should it arise during the meeting and withdraw from that item	
3	Presentation by Kathy Dunnett about School Federations – See above note	
4.	Any other business for Item 13 The Red Box	
5.	Minutes of the Meeting held on 26 November 2018 Agreed as a true record and signed by the Chair	
6. 6.	Matters Arising from the Minutes of 26 November 2019 Staff Survey: Mr Irwin will send a draft to the head for approval and then share with governors. Q: Is it run annually? A: a staff survey is carried out annually, but this one seeks specifically to find out the impact of recent staff changes.	TI
7.2	Donations Letter: Bank account still not set up. The number of signatories on the paperwork had to be reduced which was done and still not heard from Virgin Money. The delay means that the budget is impacted by less	RB

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<p>10.</p>	<p>than hoped for parental contributions. Mr Blok will follow up the matter with the bank and meantime, a draft of the donations letter will be produced to minimise further delay.</p> <p>Future School Structure Working Party</p> <p>This group has not met since the last FGB meeting although the Chair has shared some ideas on paper with members. A date will be established to ensure the group meets before the March FGB meeting. Members are Mr Hope, Mr Blok, Mr Irwin and Ms Sayce.</p> <p>Governors then went on to discuss further some of the ideas raised at the beginning of the meeting by Ms Dunnett re federating, other options and the eventual financial imperative for change. Key points were:</p> <ul style="list-style-type: none"> • Q: What is the financial position? A: The budget has been updated and a £18k deficit is predicted – an improvement from the original £70k a year ago. It reflects two terms of the head’s work at Templewood School and the reduction in parental contributions. Mr Hope and Mr Blok will liaise with Maria over the financial position on 4 February. 84% of the budget is staffing because of numbers on the top of the scale. • Q: Is there a timeframe? A: It is important not to rush into a decision. With the building project starting this year, it was acknowledged that there is a lot happening. On the other hand, AL is under scrutiny from Herts because of the financial position. There is currently a three-year plan, and Herts will want to see action being taken to secure longer term financial stability. • Another issue for the future is the difficulty in recruiting heads to smaller schools. It was noted that Templewood School (TW) has advertised unsuccessfully about six times. It is easier to recruit to a bigger primary school. TW wish to continue with Mrs Abley as their Interim Head for the foreseeable future. • St Alban and St Stephen (SASS) has recently federated their infant and junior schools, and is advertising for an Executive Head. The Chair will follow up with a SASS governor he knows. • STAGS has approached AL about joining their MAT. It was recommended to proceed with caution – a MAT can be challenging to a primary head as they are not really in charge of their school. The Chair will contact STAGS to learn more. 	<p>RB</p> <p>DH</p> <p>DH/RB</p> <p>DH</p> <p>DH</p>
<p>9.</p>	<p>Training: Mr Hope has booked on Performance Management training and has passed the details to Mr Irwin. The training budget is £225, but it is not clear if it is overdrawn or not.</p>	
<p>7.</p>	<p>Update on Priority School Building Programme (PSBP)</p> <p>An issue has arisen over re-allocation of space for after school provision once the work begins. The after school club, XYZ, cannot use the Jubilee Centre. They could go into the hall if the after school activity clubs use the Jubilee Centre. The latter would involve a cost. After considerable discussion, it was agreed to ask parents of children using the after school clubs to contribute £1 per session and £2 for the Simply Soccer sessions which are two hours. It was ascertained that there is no alternative space available. Ms Sayce will</p>	

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	<p>draft a letter to go to parents from governors.</p> <p>There is a drop in session on the new plans as part of the formal planning process on Wednesday evening for various interested parties ie neighbours, clubs, parents - although, governors had hoped to launch the plans to parents themselves. XYZ have encouraged parents to come along in view of the uncertainty as to their location. Governors will drop in as they can and the plans will be subsequently on display in the school. Q: Have parents been kept informed? A: There has been communication with parents, but the school has not been allowed to make full announcements to date.</p>	CS
8.	<p>Headteacher's Report</p> <p>The Head's report had been made available in advance and questions were invited:</p> <p>Q: What is the benefit to both schools referred to in relation to links with TW? A: Benefits include sharing cpd (continued professional development), mentoring NQTs, linking year teachers etc.</p> <p>Q: How is reduced Teaching Assistant (TA) support being experienced now? A: More settled and getting on with it all. The transition has been embraced more by some staff than others. The level of TA support is not unusual for a small primary school – for example, TW have less.</p> <p>Q: How is online homework going? A: Good. Has now been shared with staff and roll out started. First Y6 maths homework produced a 100% response. Governors who are parents also reported positively.</p> <p>Q: Is the loss of two pupils anything to be concerned about? A: the head explained that both had good reason to leave relating to siblings at other schools.</p> <p>Q: Are there any absences causing concern? A: One is challenging and is being followed up.</p> <p>Q: What was the positive science walk focussing on? Has anything changed? A: The head explained that the first half of a term, there is an in depth learning review and the second term, the focus is determined by the HIP. The head read out the report of the science walk recently undertaken and the areas for development which were flagged up.</p> <p>Q: What is the feedback from external meetings with other professionals? Most recent conference, the head was the MC. Overall, heads locally are challenged and the content of external sessions is designed to support the heads in uncertain and challenging times.</p> <p>The head was thanked for her report.</p>	
9.	<p>Safeguarding Update & Discussion</p> <p>One matter has been of concern, but has now been dealt with. All staff completed their statutory three-year safeguarding training.</p>	
10.	<p>Future School Structures</p> <p>See discussion under Item 6.10 of Matters Arising.</p>	
11.	<p>School Visits</p> <p>Ms Shaw to visit for pupil premium. Ms Sayce asked to be informed of an</p>	

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	appropriate science activity she can link with. Ms Reeves to attend pupil progress meeting. Other visits to be set up via Ms Lockwood and written up afterwards.	
12. 12.1 12.2 12.3	<p>Governor Effectiveness</p> <p>Governor Membership/Committees: Ms Reeves to be on Resources Committee. Next meetings 8 March for SIC and 15 February for RC. Mr Hope to be mentor to Ms Haller and Mr Irwin to Ms Reeves.</p> <p>Training & Development: In house session on governor visits on 11 February 2019.</p> <p>Governor Self Evaluation: forms emailed to governors to be returned to Mr Hope.</p>	
13.	<p>To receive Any Other Business as notified in Item 4</p> <p>The Red Box: Ms Shaw explained how a charity will provide a box of essential equipment for menstruation. She will liaise with Youth Connexions and with the Y6 teachers. Notices will be put in the toilets.</p>	
14.	Date of Next Meeting Monday 18 March 2019	

Signed:
(Chair)

Date:

ACTION SUMMARY

Item	Action	Who/Where
6.6	To send draft of staff survey to head and share with governors	TI
6.7.2	To follow up establishment of bank account for charity and to send out donations letter as soon as possible.	RB
6.10	Future School Structure Working Party: Urgent Date to be set up	DH/RB/TI/CS
6.10	Future School Structure: Liaise with Maria re budget position	DH/RB
6.10	Future School Structure: Chair to liaise with St Alban and St Stephen about their federation experience.	DH
6.10	Future School Structure: Chair to convene meeting for working party with STAGS	DH
7.	Draft letter to parents to explain the levy of £1 & £2 for the additional cost of after school provision during the building work	CS