

## ABOYNE LODGE JMI SCHOOL

### Minutes of Meeting of the Full Governing Body held on Monday 26 November 2018

**Present:**

Ms Cecilia Fenech Brincat	COP	Mr Robert Blok	PAR
Ms Sally Cameron Griffiths	COP	Ms Emma Fitzgibbons	PAR
Mr David Hope (Chair)	COP	Mr Tom Irwin	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 (clerk), Ms Joanne Reeves

**Absent:** Ms Haller

		<b>ACTION</b>
<b>1.</b>	<p><b>Welcome &amp; Apologies for Absence</b> No apologies have been received from Ms Haller and her initial paperwork is still outstanding. Mr Hope will contact her. Ms Reeves was welcome to the meeting as a possible co-opted governor.</p>	<b>DH</b>
<b>2.</b>	<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>	
<b>3.</b>	<p><b>To Receive notification of any other business for Item 13</b> Mrs Sayce asked for an update on anti-bullying week. There was not enough notice for a full report from the head, but positive comments were noted. The anti-bullying policy has been updated, incorporating pupil voice.</p>	
<b>4.</b>	<p><b>Minutes of the Meeting held on 1 October 2018 &amp; the Part II Minutes of the phone meeting held on 27 June 2018</b> Both sets of minutes were agreed as a true record and signed by the Chair <i>Mr Blok joined the meeting.</i></p>	
<b>5.</b> <b>6.4</b> <b>7.</b> <b>13.1</b>	<p><b>Matters Arising from the Minutes</b> Ms Sayce appointed to SIC. It was noted that RC needs new members in future. <b>Charity bank account:</b> Should be opened with Metrobank this week (see RC report) <b>Keeping Children Safe in Education (KCSIE):</b> The Chair reported all governors have responded on GH and the clerk has sent a download of declarations of interest to the school.</p>	
<b>6.</b>	<p><b>Report from School Improvement Committee (SIC)</b> The minutes of the SIC meeting held on 16 November 2018 were noted. The</p>	

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	<p>meeting covered policies, online homework, impact of the HT's secondment to Templewood School, staff wellbeing, safeguarding and school visits. The anti-bullying policy is now complete. The HT has now received the Ofsted Inspection Data Summary Report (IDSR), but it does not highlight any meaningful trends and differences for the school.</p> <p>Further reference was made to the <b>impact of Teaching Assistant (TA) changes and the HT's secondment on staff wellbeing</b>. There are concerns and a staff survey, possibly followed by focus groups, is proposed for the New Year. Mr Irwin to circulate draft survey for comment. It was acknowledged that it is important to be aware of times when the shortage is particularly like to impact and in this regard, the HT is carrying out the TA performance management this year – which will in turn input into the staff survey.</p> <p>It was noted that <b>online homework</b> is being trialled which saves on time spent marking and the response is positive. <b>Q:</b> In relation to the introduction of online maths homework in Y4, what are the reasons for the small number who did not complete the exercise? <b>A:</b> they were unlikely to have completed written homework and the appropriate interventions in response are being made. <b>Q:</b> If the educational value of online homework is limited, why do we do it? <b>A:</b> There is value, particularly for reading and learning times tables. Overall, there is research to suggest that primary school homework has limited impact, but there is a parental expectation that it is set. <b>Q:</b> Would you have introduced online homework if there was greater TA support/more money available? <b>A:</b> Possibly not, but the feedback is positive and with the homework policy review, it may have come up. <b>Q:</b> What is the cost? <b>A:</b> less than £200.</p>	<b>TI</b>
<p><b>7.</b></p> <p><b>7.1</b></p> <p><b>7.2</b></p>	<p><b>Report from Resources Committee (RC)</b> A verbal report the recent RC meeting was given (minutes to be posted on GH)</p> <p><b>Priority School Building Programme (PSBP):</b> Little progress, but key meeting to be held this week. Some surveying was carried out at half term, including asbestos.</p> <p><b>Charity:</b> Once the bank account is activated this week, the letter to parents asking for donations &amp; gift aid will be triggered. The Chair will circulate a draft letter – it was agreed after discussion to keep the focus of the letter on fundraising and separately encourage protest at the lack of funds to the MP. <b>Q:</b> how much will be asked for? <b>A:</b> The proposal is about £25 per child. Ms Fitzgibbons will send the Chair legally required text for the letter.</p> <p>It was noted that the <b>revised budget</b> still shows a £25k deficit though there are further adjustments to be made. Finance remains a concern. <b>Q:</b> Should the letter include reference to how the money is to be spent. <b>A:</b> Not at this point, the annual feedback at the end of the year is an opportunity to reference what has been possible with the donations.</p> <p><b>Field:</b> there is an existing plan for the field changing facility/classroom and the LA keep it on record should S601 money come up. A parent has been involved in the plan and Ms Cameron Griffith will follow up a further offer of design assistance.</p>	<p style="text-align: center; vertical-align: middle;"><b>EF/Clerk</b></p> <p style="text-align: center; vertical-align: middle;"><b>DH/EF</b></p> <p style="text-align: center; vertical-align: middle;"><b>SCG</b></p>

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7.3	<p><b>Pay &amp; Appraisal Policy:</b> RC has received the new model policy and recommended it to governors. <b>Q:</b> what are unqualified teacher payments? <b>A:</b> an option historically, but not used now. <b>Q:</b> What Teaching &amp; Learning Responsibility (TLR) payments are made? <b>A:</b> Key Stage leaders, PE and Pupil Premium.</p>	
7.4	<p><b>Schedule of Financial Delegation:</b> confirmed that this is on the regular review cycle.</p>	
8.	<p><b>Headteacher's (HT) Report</b>            The HT's analysis of the SATS had been circulated in advance. As noted in Item 6, the Ofsted IDSR added no significant points. At KS2, results reflect the cohort. Reading and Grammar, Punctuation &amp; Spelling are above national average and writing and maths broadly around national average. Overall, progress is average. KS1 results and EYFS measures are all higher than national average. <b>Q:</b> Can you compare with other years? <b>A:</b> No, system is now too complicated. <b>Q:</b> How do you anticipate this year's SATS to be? <b>A:</b> Cohort has a greater level of special need and specific needs which will impact the outcome. <b>Q:</b> Is the proposed building work likely to impact adversely on SATS? <b>A:</b> No, take place earlier in May before the major work starts.            There will be a better idea of what to expect this year once pupil progress meetings have taken place – all the SATS data feeds into these meetings. <b>Q:</b> What happens at pupil progress meetings? <b>A:</b> Each pupil is reviewed, any particular factors are identified (eg pupil premium, SEN), level in July &amp; now are noted and a prediction for the end of the year made. The outcome of interventions made last time are noted and appropriate interventions put in place going forward.</p>	
10.	<p><b>Future School Structures</b>            Item brought forward as Chair had to leave meeting early. He explained that there is an imperative to explore options to make the school more financially viable going forward. This is also an issue for Templewood School who cannot find a head and have similar values with a similar catchment area. It was agreed to set up a working party to research options and the pros and cons. To be Chair, Mr Blok, Mr Irwin and Ms Sayce. To report to Jan FGB              Before leaving, the Chair also commented on priorities for governor visits (SDP priorities and especially contact with staff) and governor training (structures &amp; finance) which are picked up later in the agenda.    <i>Mr Hope left the meeting and Mr Irwin took over the Chair</i></p>	<p><b>Future Structure WP/Jan FGB</b></p>
9.	<p><b>Safeguarding Update &amp; Discussion</b>            The Acting Chair checked that all contractors when the work starts will have clearance and the Head confirmed this is in hand. Access to the site will be a part of this week's meeting. Ms Cameron Griffiths will check the status of her safeguarding training.</p>	<p><b>SCG</b></p>



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<b>14.</b>	<b>Date of Next Meeting</b> Monday 21 January 2019 at 7 pm	
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Signed: .....  
(Chair)

Date: .....

### ACTION SUMMARY

Item	Action	Who/Where
1.	Chair to contact Ms Haller re her involvement	DH
6.	Circulate draft staff survey	TI
7.	RC Minutes to be posted	EF/Clerk
7.2	Letter requesting donation from parents to be drafted with appropriate legally required text.	DH/EF
7.2	Follow up offer of design assistance	SCG
10.	Set up Future School Structure Working Party & report to next FGB	Future Structure Working Party/Jan FGB
9.	Training: Head's PM Training (DH/TI) & safeguarding training check (SCG)	DH/TI & SCG
9.	Check training budget	CB
11.	Governor visits to include pupil voice & be written up & engagement with staff to be prioritised.	All Govrs
11.	2017-18 governor visit reports to be added to GH	Clerk
12.2	Follow up possible training re school structures and governor visits.	CB
12.3	Governor self evaluation follow up	DH