

## ABOYNE LODGE JMI SCHOOL

### Minutes of Meeting of the Full Governing Body held on Monday 9 July 2018

**Present:**

Ms Cecilia Fenech Brincat	COP	Mr Robert Blok	PAR
Ms Sally Cameron Griffiths	COP	Mr Tom Irwin	PAR
Mr David Hope	COP	Ms Clare Sayce	PAR
Mrs Christy Roach (Chair)	COP	Ms Emma Fitzgibbons	PAR
Ms Emma Haller	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)

		ACTION
1.	<p><b>Welcome &amp; Apologies for Absence</b> Ms Lockwood was sick and her apologies were accepted. Mr Scheving has resigned as a parent governor. Ms Sayce (new parent governor) and Ms Haller (prospective co-opted governor) were welcomed to the meeting and governors introduced themselves.</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> None</p>	
4.	<p><b>Minutes of the Meeting held on 14 May 2018.</b> Agreed as a true record and signed by the Chair. A minute of the extraordinary governing body meeting held on 27 June 2018 will be submitted to the first FGB meeting of the new academic year.</p>	<b>DH/Oct FGB</b>
5. 12.5 13.1	<p><b>Matters Arising from the Minutes</b> <b>Governor annual report to parents</b> is being co-ordinated by the Chair and will be dispatched by the end of term. <b>School website</b> governor information has been updated. All other actions either completed or on the agenda.</p>	
6.	<p><b>Report from School Improvement Committee (SIC)</b> The minutes of the meeting held on 29 June 2018 had been circulated in advance and were noted by governors. Mrs Roach highlighted issues considered which included the Quality of Teaching. <b>Q:</b> Is it advisable not to observe teachers in the classroom? <b>A:</b> The head explained that the learning</p>	

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	<p>walks, looking at books, talking to pupils means that she and SLT are in and out of classrooms all the time – additionally confirmed by Ms Lockwood at SIC. The head felt that the school has such good and outstanding teachers that she knows that these findings will mirror 100% any additional teacher observation. If there is cause for concern, teaching observations would be done. However, if learning is good, teaching is good which in turn means planning is good. Governors asked further questions: <b>Q:</b> what would lead you to be concerned? <b>A:</b> the head outlined a number of factors beyond books &amp; pupil feedback etc including behaviour in a classroom <b>Q:</b> How do you know the books are kept up to date? <b>A:</b> teachers do not know which books will be asked for and when. <b>Q:</b> how are outcomes communicated to teachers? <b>A:</b> written up with areas for development and shared with staff in different ways, sometimes one to one, sometimes to a team or to all staff. <b>Q:</b> would it be different for a new teacher? <b>A:</b> Yes, a new teacher or NQT would have lesson observations. In addition, the head added that the Herts Improvement Partner (HIP) monitors activities &amp; moderates assessments.</p> <p>Other points highlighted:</p> <ul style="list-style-type: none"> <li>• SEF will be updated after tomorrow’s SATS results</li> <li>• Staff and pupil surveys considered</li> <li>• The chair and vice chair attended the staff’s School Development Plan review meeting</li> <li>• The chair has completed her communications project reviewing all the school’s communications with parents and passed on her recommendations to the Deputy Head who line manages the office staff.</li> <li>• Finally, the congratulations to the Head for her Executive Head award were noted.</li> </ul>	
<p><b>7.</b></p>	<p><b>Report from Resources Committee (RC)</b></p> <p>The minutes of the meeting held on 22 June 2018 had been circulated in advance and were noted by governors. Mr Hope highlighted:</p> <ul style="list-style-type: none"> <li>• <b>Charitable Status:</b> A charitable foundation is to be set up to enable the school to benefit from gift aid on any voluntary contributions from parents. The governance document for the proposed charity was noted and it was agreed that the trustees should be the head, deputy head, chair &amp; vice chair of governors and chair of RC. They will sign the proposed constitution and a group email will be set up. The clerk suggested the power to pay expenses to trustees be reviewed in the light of policy not to pay expenses to governors.</li> <li>• <b>GDPR:</b> Ms Fitzgibbons had met with Kirsten to review the work to date on GDPR. She thought the start made was good and will spend further time to follow up on a couple of issues. The DPO is now Kirsten, in line with current guidance. There will be staff training next year. It was suggested and agreed that the book re pupil absence be kept behind the counter, not on it, to protect data about the reasons for absence.</li> <li>• <b>H&amp;S audit</b> carried out by Mr Hope and the Head. A couple of matters</li> </ul>	

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	<p>to follow up as the new caretaker has to undertake training on eg water testing and working at heights. He is booked on courses. It was noted that HCC H&amp;S are visiting again in September and that the school does have to pay £5k for the fixed wire test which is due unfortunately a year before it will be ripped out when the work starts.</p> <ul style="list-style-type: none"> <li>• <b>Priority School Building Programme (PSBP):</b> Contractor appointed although do not yet know whom it is. Several meetings are proposed in the summer and will go ahead if the school can attend. It was agreed the Mr Hope will attend the first, next week, and then include an update for parents in the annual report to parents from governors.</li> <li>• <b>Budget:</b> The head's secondment part time to Templewood School next term and its impact on the budget was noted. See Part II Minute.</li> <li>• <b>Donations:</b> Efforts to increase donations are important going forward. Governors discussed how best to increase voluntary donations from parents. It was noted that the average donation at STAGS is £50 per month and suggested that new reception parents should automatically receive a standing order form. After some discussion, noting that any donations are voluntary and that some parents are more able to afford donations than others, it was agreed to ask, early in September, for a suggested donation of £25 per child per month. – with a clear explanation as to why such donations are being sought. <i>Ms Brincat left the meeting</i></li> <li>• <b>RC Membership:</b> the committee needs new members, possibly Ms Haller in future. Committee membership is reviewed at the first meeting of the new academic year.</li> </ul>	
8.	<p><b>Headteacher's Report</b></p> <p>The head presented the work done by staff to review progress made with this year's SDP priorities (developing AL curriculum, maths &amp; behaviour expectations) and the curriculum teams' action plans. The decisions about 2017-18 priorities and the overall good progress made were vindicated by the strengths identified in the Ofsted inspection.</p> <p>Staff brainstormed priorities for next year and the proposed three priorities are:</p> <ol style="list-style-type: none"> <li>i) Science – to develop as successfully as maths has been developed this year (came up in spring HIP visit as an area to focus on).</li> <li>ii) Equality &amp; Diversity – around the needs of not just pupil premium (PP) pupils, but also other groups in the school with specific need eg English as an Additional Language (EAL) and Gifted &amp; Talented (G&amp;T).</li> <li>iii) Foundation Subjects – writing across the curriculum. At the September INSET day literacy will be applied across all Y6 topics. Eg diary writing will be taught in literacy and linked to history through using a diary entry in WW1 for the extended writing.</li> </ol>	

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	<p><b>Q:</b> Why is equality and diversity a priority? <b>A:</b> A discussion on the relevance of G&amp;T policy in a growth mindset school led to reflection on how to bring together the needs of all groups with specific need. Currently, PP pupils' progress is highlighted in pupil progress meetings and the proposal is to do likewise with other groups. It was noted there is a high level of EAL pupils in the school (and they tend not to be from minority black and ethnic groups).</p>	
9.	<p><b>Safeguarding Update &amp; Discussion</b> There is a current safeguarding issue which is being addressed according to process. <b>Q:</b> Is the signing in and out of after school clubs happening consistently? <b>A:</b> Yes, the system is working and the school holds the registers so the evidence is seen.</p>	
10.	<p><b>Academy Update</b> STAGS is to be approached to ensure that the school keeps up to date with their academy plans. It was noted that Gardenfields is to be part of the Alban Trust with Sandringham, Verulam and Wheatfields.</p>	
11.	<p><b>School Visits</b> No governor visit reports at this meeting.</p>	
12. 12.1  12.2  12.3  12.4  12.5	<p><b>Governor Effectiveness</b></p> <p><b>Membership Update:</b> Ms Haller was appointed as a co-opted governor. It was noted that Mrs Roach is standing down at the end of August after five years on the governing body and the last year as Chair. She was thanked for her significant contribution to the school.</p> <p><b>Training Update:</b> The chair had produced role descriptions for chair, vice chair &amp; link governors. To be added to the <b>induction pack</b> which Ms Cameron Griffiths will circulate to new governors.</p> <p><b>Training in exclusions</b> is a priority for the school, especially for non-parent governors. It was noted that any permanent exclusion requires a panel and it is not allowed to draft in governors from another school.</p> <p><b>Review of Governor Roles &amp; Links 2018-19:</b> To be carried forward to first meeting next academic year. All governors to complete self-evaluation forms</p> <p><b>Election of Chair &amp; Vice Chair:</b> Mr Hope was unanimously elected as Chair and Mr Irwin as Vice Chair. To be effective from 1 September 2018.</p> <p><b>Strawberry Tea:</b> To be Wednesday 18 July 2018. The Chair will ask governors for contributions once the final cost is known.</p>	<p>SCG</p> <p>All Govrs</p> <p>All Govrs</p>
13.	<p><b>To receive Any Other Business as notified in Item 3</b> None</p>	
14.	<p><b>Dates of Next Meetings</b> 1 October, 26 November, 21 January, 18 March, 13 May &amp; 9 July 2018. All Monday evenings starting at 7 pm.</p>	

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Signed: .....  
(Chair)

Date: .....

## ACTION SUMMARY

Item	Action	Who/Where
4.	Complete & sign off minutes of extraordinary FGB meeting held end of June 2018.	DH/Oct FGB
12.2	Add role descriptions to induction pack and make available to new governors	SCG
12.2	To prioritise exclusions training, especially non-parent governors	All Govrs
12.3	Complete governor self evaluation forms	All Govrs