

Aboyne Lodge JMI School
A Meeting of the Full Governing Body held on
Monday 16 May 2022 at 6 pm

Minutes

Mr Oliver Milton	COP		PAR
	COP	Mr Adam Brown	PAR
Mr Thomas Walsh	COP	Ms Alex Farley	PAR
	COP	Ms Clare Sayce	PAR
Mr Keith Smithard	HT	Ms Alex Leech	STF
Ms Tina Shaw	LA		

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

LA = Local Authority Governor

In Attendance: Andrew Maher (Clerk) Kirsten Landau (Admin)

Key: Questions/challenges to headteacher in **Red**. Action points in **Green**.

- 1. Welcome, apologies for absence:** Mr Dan Smith, Mr Robert Blok
- 2. Notification of any other business:** Ofsted training:
 Committee terms of reference:
 Scheduling of Resources and SI Committees.
 Vote of thanks passed to co-chair who is stepping down after four year term ends.
- 3. Conflict of interest/declarations: none**
- 4. Minutes of the last meeting and matters arising**
 Minutes agreed.
 One governor yet to complete declarations. **Clerk to contact with relevant guidance.**
 Children's safety to be discussed in item 7.
 New bank account: some parents still not using new bank account details for direct payments
Chair to assist in bank account administration and change of bank account.
 Governor recruitment **to be discussed in item 8.**

5. Headteacher's report.

Discussion on HT report follows.

SDP progress: **Q & A appended to these minutes.**

Update on progress of disadvantaged (including boys, as per SDP) **Q & A appended to these minutes**

Update on pupil admission/attendance

Q How do we measure success? Outcomes through Formative & Summative assessment. Monitoring of impact of staff training and curriculum improvements.

Q about the nature of parental complaints. Example given: Autism pilot involved whole group sessions including pupils on the spectrum. This approach was deemed inappropriate by one parent and a formal complaint was made to the autism team due to problems caused at home.

Q Re: coffee sessions with parents. How good is the relationship between parents and school? HT confirms an open door policy with parents through messaging and face-to-face. A useful process as concerns are addressed and HT broadens knowledge of parental concerns.

Q Re: TA timetable: School Business plan aims to achieve consistency by reorganising TAs. and allocating TAs to classes. The new timetable has now been organised and is ready for September.

Q Re the SEND Register? All SEND pupils are recorded on the SEND register with plans to provide individual support. This is done through ADPR (assess, plan, do, review) meetings, where staff meet with parents and share the documents so that they are more involved in the process. This is a more formal process than the provision map used previously.

Q. In the past, pupils could be on the register while parents would not necessarily know. Communication between school and parents is improving and becoming more effective through the ADPR process. Online and face-to-face meetings ensure communication is making a difference.

Q HSE – door release buttons. In nursery and at main entrance. **Action HT to investigate repositioning to prevent pupils operating doors.**

It was recognised that main gate security requires investigation/improvement.

Q What is the Timeline on nursery closure? Requires two public meetings and announcement in June.

Co-chair commended the English hub and the positive outcomes created for the school. Maths: The White Rose review session will take place on 25th May. **Action: Chair to attend**

6. Policy review

Behaviour: Staff have agreed that they need to work on a consistent approach to behaviour, across the school. **Action: HT to monitor for consistency and eliminate different approaches where there is a job share.** Staff are currently on courses for Behaviour management.

Q how many job shares? Most classes are covered by job shares. Overlaps are mostly used to cover PPA. **Q. Can that be changed?** Yes, but TAs need to be trained to cover for teachers and enable co-ordinated planning.

Job sharing teachers who plan together should be able to reach agreement on strategic aspects followed by expectations.

Anti-bullying: **Q Is this a standard policy?** Yes, adapted for the school. **Action: Anti-racism, and anti-misogyny sections are being constructed, HT to add to the policy.**

Exclusions policy yet to be completed following STEPS training.

7. Safeguarding update

Items recorded on the last minutes have been met. **Action: STEPS training or alternatives to be investigated.**

Q When a case is reported, what is the process? HT takes the meeting through appropriate actions including involvement of social services. Strategies are in place to ensure pupils engage safely with social media and the internet.

8. Governor Impact

Currently 2 vacancies on the governing body. 1 Parent, 1 co-opted
Difficulty of attracting parents to stand for election was discussed, along with the need to increase diversity

Action; governors to look at the wording of letter inviting nominations. The invitation needs to make the role accessible for a wide variety of parents.

Co-opted governors: newly elected local councillor has agreed to circulate community volunteers.

Committee vacancies, due to the co-chair stepping down have been agreed. Governors were asked to consider volunteering to replace the retiring Co-chair. Dates for Governor training include Safeguarding: June 8th 9th; Chair's training, 30th June

Action: A volunteer to contact Chair. Required to edit the governor newsletter, for this term.

9. SIC update;

New chair of this committee confirmed.

Report + discussion followed.

Four meetings per year were agreed. Dates to be agreed at next FGB.

10. Resources update

Report + discussion followed.

Health and Safety review included the need to repair school boundaries.

The resources committee will meet again this term to agree a budget

Action: Clerk to resources to convene the meeting to sign off the budget.

11. Staff Survey

Broad findings of the survey were announced, being largely positive and supported by staff.

Positives include:

Staff enjoy working at the school. They see the curriculum improving and are far more supported when innovation and trying new approaches. They are supportive of the Headteacher and see changes to the senior leadership team in a positive light.

A suggestion (to be investigated) that increasing TA contracts from 38 to 39 weeks would allow attendance at training and improve the skills of this group of staff. To be investigated.

Action: HT to feedback survey results to staff.

The question of how to feedback results to staff led to a discussion on work/life balance.

12. **AOB.** A Staff Strawberry Tea (Cake and refreshments) was deemed a popular option for staff and an opportunity for governors to thank staff for their work. **Action:** AB to take forward staff tea and parent survey.

Governors who attended Ofsted training described a useful and informative session.

The Parent survey will take place in July. **Action:** Governors, who want to form an Ofsted working party to contact Chair.

Items falling to the next meeting on July 4th:

- Committee terms of reference:
- Dates and scheduling for committee meetings.

Action: Chairs of SIC and Resources groups to bring dates for next year's meetings to next FGB.

13. Future dates: 04/07

Academic year 22-23: 03/10; 05/12; 06/02; 20/03; 15/05; 03/07