

## ABOYNE LODGE JMI SCHOOL

### Minutes of Meeting of the Full Governing Body held on Monday 17 May 2021 on TEAMS

**Present:**

Ms Cecilia Fenech Brincat	COP	Mr Robert Blok	PAR
Mr David Hope (Chair)	COP	Ms Alex Farley	PAR
Ms Joanne Reeves	COP	Ms Clare Sayce	PAR
Ms Tina Shaw	LA	Ms Rachel Lockwood	STF
		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> Apologies were accepted from Ms Fitzgibbons and Mr Milton. Ms Farley chaired the meeting until Mr Hope joined later.</p>	
2.	<p><b>Conflict of Interest</b>          None</p>	
3.	<p><b>Any Other Business for Item 12</b> Staff survey, ALSA funding and Parent survey. Follow up to vision, ethos and strategy training incorporated in Item 11.2</p>	
4.	<p><b>Minutes of the Previous Meeting held on 22 March 2021</b> Agreed as a true record and to be signed off by Mr Hope.</p>	
5. 5.4 6.	<p><b>Matters Arising from the Minutes</b> <b>Signed minutes:</b> 25 Jan; 12/15 Mar and now 22 Mar all to be filed in school <b>Feedback to Governors from spring pupil progress meetings:</b> The Head reiterated priorities on return to school in March. The progress meetings were overall very positive. Social and emotional concerns were prioritised followed by English and Maths. Wellbeing was where it was expected to be on basis of experience of returning last September and gaps were negligible, reflecting success of remote learning. The most disadvantaged pupils were prioritised in discussions and there was no difference in their attainment compared with the rest of the children. <b>Q:</b> Any year groups stand out? <b>A:</b> Four new pupils in Y6 in lockdown. Those who found return more difficult were those who had come to school during lockdown. Reception children lost some independence and language development, but broadly back on track. Children positive about remote learning and staff to be congratulated about their consistency and frequency of live teaching. <b>Q:</b> what happens next? <b>A:</b> summer pupil progress meetings end of June. Inset on assessment on Wednesday – advice from county is an</p>	DH

## ABOYNE LODGE JMI SCHOOL

13.4	<p>adjustment to assessment, looking at expected level in context of what has actually been taught rather than what would have been taught in normal circumstances. Scheduled for 29 June and 1 July – governor can attend if there are no change to restrictions.</p> <p><b>Induction Pack Review:</b> carried forward to July FGB.</p> <p>All other items either completed or on the agenda.</p>	July FGB
6.	<p><b>Report from Resources Committee (RC)</b></p> <p><b>Budget:</b></p> <ul style="list-style-type: none"> <li>• Year-end shows a £3k surplus – a good outcome given deficit predicted. Number of reasons including more donations, savings from not being on site, Covid money and reallocation of trust monies.</li> <li>• Deficit of about £48k projected for 2021-2022. Number of influences including shortfall as a result of lower pupil numbers at calculation date (only 185 then, but now 208), £15k less pupil premium (PP) money, staffing costs remain a high proportion of expenditure (82%).</li> <li>• Been cautious about income from other sources, but there is the possibility of building up lettings income and donations too.</li> <li>• Herts have been informed about the deficit budget.</li> </ul> <p><b>Q:</b> What is the impact of the salary for the new HT? <b>A:</b> Whilst the new HT is less experienced than Mrs Abley, his is a full-time salary while Mrs Abley's costs have been shared with Templewood School. In addition, she contributed income to the school for other activities. It was noted that the new HT was involved in the budget setting day.</p> <p><b>Governors agreed to sign off the budget.</b></p> <p><b>ICT:</b> A review of ICT needs indicates that the whiteboards are unreliable and obsolete. They need to be replaced in all classrooms by touchscreen TVs at a cost of £11k - the builders will install them free of charge.</p> <p>In addition, the computers from the computer suite need to be replaced at a cost of £10k. Therefore, a total cost of £21k above the projected deficit. It would be hoped that there will be greater opportunities for lettings income next year and any contributions from ALSA towards the IT costs would be very important. There was some discussion about the importance of ALSA's contribution and the need to maximise income from other sources.</p> <p><b>Q:</b> what happened to the £3k surplus from last year? <b>A:</b> rolled forward.</p> <p><i>18.45 pm Mr Hope joined the meeting</i></p> <p>Overall, it was felt that the ICT equipment is essential for the best education of our pupils and <b>governors agreed to the expenditure.</b> Governors were assured that the purchases will reflect best value. In addition, it was agreed that there should be further communication with ALSA about the logistics of payments to the school. Ms Fitzgibbons to be asked to take forward.</p> <p><b>SFVS:</b> Document posted on GH, showing comparative data with other schools. Governors approved it.</p> <p><b>Aboyne Lodge Foundation:</b> Governance reviewed and will ensure that there is an annual meeting in future.</p>	EF

## ABOYNE LODGE JMI SCHOOL

7.	<p><b>Update on Priority School Building Programme</b> On track for the handover of the new school building just before the summer holidays. Last few days of term will be moving out of the temporary building and unpacking in the new building at the end of the summer.</p>	
8.	<p><b>Headteacher's Report</b> Report posted and governors invited to ask questions: <b>Q:</b> what is happening because of the shortage of tutors? <b>A:</b> Shortage of tutors has been a big issue. Majority of St Albans' schools are providing additional help internally using TAs. Amounts to 5 afternoons a week (1 hr E &amp; M for each year group), but Aboyne Lodge does not have enough TAs. Fortunately, gaps at Aboyne Lodge are minimal and managing with interventions that would normally be made. It was noted that Reception health checks have not yet happened.</p>	
9.	<p><b>Safeguarding Update</b> No issues to raise.</p>	
10.	<p><b>Governor Visits</b> The SEND link (Ms Sayce) is meeting with Mrs Clinton re the Tesco application. There have been a lot of governor visits in connection with the building works – either remotely or on site – which are not recorded in the visitor book. Governors are encouraged to make book entries.</p>	
11.	<p><b>Governance Matters</b></p>	
11.1	<p><b>FGB Membership:</b> The Chair has identified one possible governor whom he is speaking to next week. If she is to be put forward, he will invite her to the July meeting. It was noted that Ms Reeves will stand down after the next meeting for personal reasons.</p>	
11.2	<p><b>Vision, Ethos and Strategy training follow up:</b> Ms Sayce had emailed governors with a SWOT analysis as a possible starting point for governors to draft strategic priorities and revisit the vision and mission statements by the summer – then to discuss with the new HT in the autumn. She also queried how to involve staff too. The HT counselled caution, suggesting that the new HT would be working on a SWOT and strategy with SLT and his new staff team, and involving governors too. It would be important to work alongside him rather than have conversations he is not party too. Other governors argued for some preparatory strategy work to help inform the new HT, but not to present him with a fait accompli. After some discussion, it was decided that the Chair will discuss with the new HT what is being proposed to help inform the next steps. Any review of governance performance to be carried forward to a future date.</p>	DH
11.3	<p><b>Governor Induction Pack</b> – carried forward to July FGB</p>	DH/Jul FGB
11.4	<p><b>Election of Chair and Vice Chair</b> – another reminder that this will come up at the July FGB meeting.</p>	
11.5	<p><b>Annual Governor/Staff Tea:</b> superseded by arrangements for the last Monday of the term. Ms Farley to liaise with Deputy Head.</p>	AF
11.6	<p><b>Annual Governor Statement to Parents:</b> traditionally governors report on the year's activities. The Chair will draft something and circulate for</p>	DH

## ABOYNE LODGE JMI SCHOOL

	comment	
<b>12.</b>	<b>Any Other Business as notified in Item 3</b>	
<b>12.1</b>	<p><b>Staff Survey:</b> Outcomes posted in meeting papers. Overall, very positive. Key point for governors is that staff would like more governor visibility – they appreciated greater engagement during the new build and HT recruitment. Other points included a wish for more staff development and visibility of senior staff. They were complimentary about SLT but had found the HT’s part time presence challenging. Ms Brincat was thanked for her work on the survey. She intends to meet again with staff on 23 June to feedback to them and will use this as an opportunity to ask staff what more they want to know about the work of governors and in what form eg termly Wednesday meeting. It was noted that it is also important to input to staff as to the role of governors. She will also take back to staff anything else that comes out of further analysis of the survey at the next SIC meeting.</p> <p><b>Q:</b> how often is the staff survey carried out? <b>A:</b> Normally it is every two years, but this time three years because of covid interruption. There was a good level of engagement with the exercise (75% staff and 50% TAs responded) and a lot of comment added. After discussion, agreed every two years is sufficient.</p>	SIC Agenda
<b>12.2</b>	<p><b>Parent Survey:</b> Again, this was not done in 2020. There was discussion as to whether to do now or to leave until the second half of the first term once school has settled in the new building and the new HT has become more established – the impact of the building work over the year, lockdown and an imminent change of head could skew the results. Some argued for a shorter simple survey now to provide the new HT with some data. It was agreed that the Chair , when speaking to the new HT about the discussion under Item 11.2 above, will also seek his views on a survey. If there is to be one, Ms Farley will produce a draft.</p>	Chair
<b>13.</b>	<b>Date of Next Meeting</b> Monday 5 July 2021 at 6 pm – hopefully in school.	

Signed: .....  
(Chair)

Date: .....

## ABOYNE LODGE JMI SCHOOL

### ACTION SUMMARY

Item	Action	Who/Where
5.4	<b>Signed minutes:</b> 25 Jan; 12/15 Mar and now 22 Mar all to be filed in school	DH
5.13.4	Review of governor induction pack	DH/July FGB
6.	Continued liaison with ALSA about payments.	EF
11.2	Chair to speak to new HT about what would be helpful re governor input into future strategy	DH
11.5	To liaise re arrangements for staff and governors to meet informally at end of term.	AF
11.6	Chair to draft annual statement to parents and circulate draft.	DH
12.1	Staff survey outcomes to be on SIC agenda	SIC agenda