

ABOYNE LODGE JMI SCHOOL

Minutes of Meeting of the Full Governing Body held on Monday 13 May 2019

Present:

Ms Sally Cameron Griffiths	COP	Ms Emma Fitzgibbons	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)

Absent: Ms E Haller

ACTION

1.	Welcome & Apologies for Absence Apologies were received and accepted from Ms Brincat, Mr Blok, Mr Irwin & Mr Hope. Ms Haller was absent. Ms Sayce agreed to Chair the meeting.	
2.	Conflict of Interest Governors were reminded to declare any conflict of interest should it arise during the meeting and withdraw from that item	
3.	Any Other Business for Item 13 Governing Body membership added.	
4.	Minutes of the Previous Meeting held on 18 March 2019 Agreed as a true record and signed by the Chair	
5.	Matters Arising from the Minutes	
5.5.6	Staff Survey: Mr Irwin reported briefly at SIC meeting saying no major issues arisen. Q: what was the level of response? A: not known at this stage. TI to be asked to share results and to be put on agenda of next FGB meeting	TI/July FGB
5.6.10	Meeting with STAGS: Suggested dates have now come from STAGS and matter is with the Chair to take forward.	DH
5.6.	Ofsted Framework: Briefing from Head to be on October agenda. Final framework likely to be launched this week following consultation. The head reported that most concerns have been about the same day inspection proposal. Interestingly, some pilots in Herts have not included same day inspection so await the final outcome.	Oct FGB
5.7	Donation Letter: Was sent out and donations and gift aid forms are coming in. Currently looks on target for about £9k. Ms Fitzgibbons to check next steps with regard to the gift aid forms.	EF
12.2	Governor Self Review: As some time has elapsed since this was started, it	

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	<p>was agreed to begin the process again. Ms Sayce to re-send out forms. Question also asked about the field. Ms Cameron Griffiths reported that there is a £200k plan and she will be talking to the council about funding. Meantime, she may ask other governors to attend site visits if she is unable to do so. All other actions either complete or on the agenda.</p>	<p>CS SCG</p>
6.	<p>Report from School Improvement Committee (SIC) The minutes of the meeting held on Friday 10 May 2019 had been made available in advance and were noted. The meeting had covered pupil progress reviews, the JARV visit which had gone well and the staff survey (see Item 5.5.5.6 above).</p>	
7.	<p>Report from Resources Committee (RC) RC had also met on 10 May to discuss the budget, but minutes were not yet available (to be subsequently posted). Ms Fitzgibbons reported back on: Finances: The end of year accounts have a £23k deficit. The projection for 2019/20 is a £1k surplus. The head is checking with HfL whether the deficit has to be carried forward. The position is helped significantly by the HT's agreement with Templewood School (TS) to continue to share the headship for 2020/21. The year after, finances are a concern and the position will continue to be closely monitored. Governors agreed the budget. Priority School Building Project: Meeting took place with contractors recently and they have applied to the DfE for early start permission, the outcome of which should be known by 10 June. This will enable the work to be contained within the next academic year. Q: What is happening about the after school provision? A: discussions continue. Q: Will there be sprinklers in the new building? A: The design schedule is comprehensive, but sprinklers tend not to be in schools. Ms Sayce commented positively on the energy efficiency nature of the plans which she had raised with Mr Hope.</p>	
8.	<p>Headteacher's Report The report had been made available in advance and questions were invited. Governors commented on the calibre of the recent KS2 performance which was most impressive. Q: is the nursery full? A: mostly full for each session and financially acceptable at the moment. Q: Is unauthorised absence one or several pupils? A: Attendance at 95.85% is above national average and not a major issue for the school. Q: What do you do about unauthorised absence? A: if it is repeated absence, then the school would act. Q: What did the literacy INSET cover? A: spelling focussing on topic words. There is a new spelling scheme and going well. Q: In the context of reduced break times, do children who are involved with lunchtime activities get outside? A: Yes, not that many activities at lunchtime and often football outside anyway. Q: How are children who join during the year inducted? A: for example, three new Y6 pupils this year and settled in quickly, the school is small and welcoming.</p>	

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9.	<p>Safeguarding Update It was noted that there is one ongoing issue at present.</p>	
10.	<p>Future School Structure Working Party This group has not met. There was some discussion about what we are trying to achieve. It was noted that TS are waiting to find out what AL's preferred option is in relation to future structure. For example, is there a move to federate or to continue the more informal arrangement. Ultimately, the finance of AL will drive the need to review options and decide on a way forward. The current budget gives another year to consider options, though communication with TS would be appreciated by them. Q: Can any governor visit TS? A: yes, any governors welcome to visit TS, just contact Mandy. It was noted that TS has requested a governor from AL to sit on a complaints panel. Ms Sayce agreed to sit with Ms Cameron Griffiths as back up. Item to be kept on agenda going forward.</p>	July FGB Agenda
11.	<p>School Visits Visits will be set up for inclusion (EF), maths (JR), SATS and early years (TS) and sustainability (CS). Ms Sayce took governors through her science visit report. She reviewed the work that has been done in school to progress the School Development Plan Priority 3 with regard to science teaching. Following her recommendations, it was agreed:</p> <ul style="list-style-type: none"> - Governors will review pupil progress with regard to science learning (happens, but not reported in pupil progress meetings). - STEM ambassador response has been disappointing, but agreed not worth pursuing. - Ms Sayce will visit again during Science Week (focus women in science) to follow up learning and pupil voice. <p>Ms Reeves will review the governor visit protocol and form and it will be posted on GH in due course.</p>	Autumn SIC/FGB JR
12. 12.1 12.2 12.3 12.4	<p>Governor Effectiveness Training: There is one in house session next year and Ms Brincat to see what is available so a decision can be taken on focus at the next meeting. There is a limited budget for training with more emphasis on e-learning. Log in details being issued by HfL to enable governors to access new range of courses through Modern Governor. Governor Self Review Feedback: See Item 5.12.2 above. Annual Governance Statement to Parents: Appears annually in the newsletter so there is a format to copy. Head will contact the Chair and copy Committee Chairs so it can be put together. Clerk provides FGB attendance information. Annual Staff/Governor Tea: To be Wednesday 17 July after school. Governors provide tea and cake. Key volunteers to be invited too. Ms Cameron Griffiths to co-ordinate and others to set up.</p>	CB/July FGB HT/DH/RB/TI SCG

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13.	<p>Any Other Business as notified in Item 13</p> <p>Governing Body Membership: It was noted that Mr Irwin may be standing down and the terms of office of Ms Shaw and Ms Cameron Griffiths expire in July. In addition, there is concern about the non-attendance of Ms Haller who has also not provided documentation for her DBS. It is believed that Mr Hope and Mr Blok will continue as governors so they can oversee the building project. It was agreed that:</p> <ul style="list-style-type: none"> - Ms Shaw and Ms Cameron Griffiths be re-appointed at the next meeting (they both indicated their willingness to continue) - Anyone interested in becoming V Chair should speak to those presently in office before the next meeting when the election of chair and vice chair will be on the agenda. SIC Chair will also be vacant if Mr Irwin stands down. - Ms Haller be approached to ascertain her future intentions as a governor of the school. <p>Governing Body membership will be on the agenda of the July meeting.</p>	
13.1		
13.2	<p>HfL Chair Information Briefing: Two governors can attend the briefing meeting on 11 June. Aimed at Chairs, V Chairs and Committee Chairs, other interested governors are welcome. Clerk to circulate full details.</p>	<p>All Govrs</p> <p>DH</p> <p>July FGB</p> <p>Clerk</p>
14.	Date of Next Meeting Monday 8 July 2019	

Signed:
(Chair)

Date:

ACTION SUMMARY

Item	Action	Who/Where
5.5.5.6	Results of staff survey to be on July FGB Agenda	July FGB Agenda
5.5.6.10	Chair to set up meeting with STAGS	DH/July FGB Agenda
5.6	Briefing on new Ofsted Framework by Head	Oct FGB Agenda
5.7	Gift Aid Forms – to check next steps	EF
5.12.2	Governor Self Review – Ms Sayce to send out forms again and to be on next agenda.	CS/July FGB Agenda
5.	To follow up the possible funding of the field plan with LA	SCG
10.	Future Schools Working Party update	July FGB Agenda
11.	Review science pupil progress report	Autumn SIC/FGB

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11.	Review governor visit protocol and form	JR
12.1	Arrangements for In house training session 19/20 to be on agenda of next meeting & CB to research what is on offer.	CB/July FGB Agenda
12.3	Head to liaise with Chair and Committee Chairs re production of annual governor statement for newsletter	HT/DH/RB/TI
12.4	Co-ordination of annual staff/governor tea	SCG
13.1	All govrs to consider interest in upcoming officer vacancies – election of Chair & Vice Chair & GB Membership July agenda items.	All Govrs/July FGB Agenda
13.1	To consult with Ms Haller about her future intentions with regard to Aboyne Lodge Governing Body	DH
13.2	Circulate details of Chair's information briefing on 11 June	Clerk