



NURSERY • PRIMARY

ABOYNE LODGE

CREATIVE • CURIOUS • CARING

Meeting of Full Governing Body

Date

Monday 18th March 2024 at 6 pm

Location

Aboyne Lodge School

Governing Board

Adam Brown	PAR Co-Chair	Dan Smith	COP
Alexandra Farley	PAR Co-Chair	Keith Smithard	Headteacher
Nadine Farrar-Hockley	PAR	Tom Walsh	COP
Charlotte Scanlon	COP	Flavio Tozzi	COP
Hannah Porteous	STF	Alex Leech	LA
Emma Betteridge	PAR		

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

In attendance: Anna Thomas (Clerk), Kirsten Landau

Key: Questions/challenges to headteacher in italics.

1. Welcome and apologies for absence: Dan Smith and Hannah Porteous

AT confirmed the meeting is quorate.

2. Notification of any other urgent business: Nothing raised.

3. Conflict of interest/declarations:

None

4. Minutes of the last meeting and matters arising

Actions from previous meeting taken in each agenda item. Approval of minutes as an accurate record of the meeting.

Topic/Title	Action
Outsite Area	Head to contact County to inform them it is an urgent need following OFSTED report. Ongoing. Write a bid. Ongoing. Parent volunteers Ongoing. Governor's letter focussed on playground refurbishment. Ongoing. Add to Resources Committee Agenda Gift Aid and Aboyne Lodge Foundation Ongoing. Children's Committee Ongoing.

Governor Newsletter	School Office to resend to encourage another parent to join the governing board. Ongoing, send before Easter holidays.
KS2 Data	Abbey School visit. Ongoing. Look at how Aboyne Lodge and Abbey School are assessing their writing. Ongoing.
Training	NFH to attend exclusion training. On waiting list. New governors to attend 'New Governor Induction' and 'Safeguarding Children' Ongoing. NSPCC and National College training websites. Add all training to GovHub.
GDPR Policy	Governing Board to review and feedback comments to KS. Ongoing, before next FGB.
UK Power	Update after visit on 20 February. No update, Head has contacted them.
Skills Audit	Governor skills set audit after SVFS. Ongoing.
Resources	Contact county to make them aware of end of term deficit. Complete.

5. Headteacher's report.

Governor's comments and questions.

- a) *What is the update on numbers for joiners in September?*
The current number is 20 but this will change after the second round and again before September.
- b) *How do you moderate teacher assessment in KS1?*
The children have mock tests and the results are reviewed by SLT. This is an important time to find any gaps and look at individual children, children that are borderline will be helped to move up. Staff briefings are used to get ready for June. Improved practices from last year.
- c) *Attendance has gone down this term, how many pupils have persistent absence?*
Attendance has gone down partly due to holidays and genuine sickness. Pupils with persistent absence bring the figures down. These families have been spoken to and received warning letters, the next stage is to fine parents if the school feels this is appropriate.
- d) *Do the persistent absentee pupils have SEN?*
Yes some of them. Children's individual needs are looked at and some leeway given. The school has conversations with all families with high levels of absence, often difficult conversations, absence leads to the children falling behind academically.
- e) *Are the broken fences a safety concern, can the children get through them?*
No, the school are looking to fix them as soon as possible.
- f) *Following discussion around the formal complaint received, does the school provide sports provision for all children?*
Yes, the Schools Sports Partnership includes every child at the school and offers a broad range of activities. AF gave support to the school's response to the complaint. The school no longer has sports trials and practices are always open to everyone.
- g) *Following the behaviour management complaint, will the Head be following this up with staff?*
Yes, the complaint is resolved with parents, but more work will continue with staff in school. Teacher observations, feedback, concerns and support for the teachers involved will continue under guidance of the Head.
- h) *Is there an update on the Year 6 teacher job advertised?*
Three applications were received with one candidate having been interviewed and returning for a second lesson observation. The other Year 6 teacher is involved in the observation but not the interview stage. There is a nationwide

shortage of good quality teachers. Possibility of re-advertising and fixed term contracts.

6. Policy Review

GDPR Policy to be reviewed by all Governors by next FGB.

7. Governor Business

- **Governor week. Week commencing 17 June 2024.** Co-Chairs are compiling the plan for the week.
- No Governor visits since the last FGB.
- Governors to discuss whole board training at next FGB.
- Long term priority is to look at the governance strategic plan. Co-Chairs to produce a clear plan of visits and review link roles. EB combining both ALSA and Governor role.

8. Safeguarding

FT shared a seven-step guide to OFSTED safeguarding. Please read the handouts and ask if you have any questions.

No further concerns.

9. Resources Committee update

Meeting held on 15th March. February forecast shows a £15,000 deficit with an overall £46,000 for the year. Cash flow is tight but the finances are precise and well managed. Thank you to KL for managing the monthly outgoings.

No response from county yet.

Nursery update – good news that three companies are interested and due to visit. Bids in by end of April and decision panel in May, Governor to be present to represent the school's interests. *Can Rob be involved with the contract negotiations? What are the timings for the school logistics?* Reception class need to be moved out and at the minimum the resurfacing of the outside space needs to be completed. Gate and fencing to be secure with limited access between the sites. Projected to be ready in September.

Capital Works budget of £24,000 is available now to be used on the gates. Playground refurbishment is too expensive to be fully completed by September. Comms to parents to get involved, those with the relevant skills to help with this project. Budget plan by next FGB.

SFVS to be circulated to the board by the end of the month.

10. School Improvement Committee update

No meeting since the last FGB.

11. AOB

EB put forward ideas on how to make the school look more visually appealing. Signs at the front of the school and banners where prospective parents will see them. *What is the message we are trying to send?*

75th anniversary of the school ideas to raise the profile. Cathedral and Abbey graffiti artist discussed.

Links with other schools. Head visiting a school in India during the summer. Links with local senior schools (FT).

12. Summary of action points

Topic/Title	Action	Owner(s)	Target Date
Outsite Area	Head to contact County to inform them it is an urgent need following OFSTED report.	KS	Next FGB
	Write a bid.	DS	
	Parent volunteers		

	Governor's letter focussed on playground refurbishment. Add to Resources Committee Agenda Gift Aid and Aboyne Lodge Foundation Children's Committee	All AF and AB Resources KS	
Governor Newsletter	School Office to resend to encourage another parent to join the governing board.	School Office	Next FGB
Training	NFH to attend exclusion training. New governors to attend 'New Governor Induction' and 'Safeguarding Children' Group training options to Head and Co-Chairs	NFH AL, HP, EB AT	
GDPR Policy	Governing Board to review and feedback comments to KS.	All KS add to GovHub	Next FGB
Skills Audit	Governor skills set audit after SVFS.	AB and AF	July 24
Agenda	Add Marketing and Projects as standard items.	AT	Next FGB
Gates	KL and Head to look at grant options	KL/Head	Next FGB

The next FGB will take place on the 13th May 2024.

Signed:

Date: