



Meeting of Full Governing Body

Date Monday 16 October 2023 at 6 pm **Location** Aboyne Lodge School

Governing Board

Robert Blok	PAR	Dan Smith	COP
Adam Brown	PAR Co-Chair	Keith Smithard	Headteacher
Alexandra Farley	PAR Co-Chair	Tom Walsh	COP
Nadine Farrar-Hockley	PAR	Flavio Tozzi	COP
Charlotte Scanlon	COP		
Hannah Porteous	STF		

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

In attendance: Anna Thomas (Clerk), Alex Leech

Key: Questions/challenges to headteacher in italics.

1. Welcome and apologies for absence: Flavio Tozzi and Kirsten Landau

AT confirmed the meeting is quorate.

2. Notification of any other urgent business:

Ofsted inspection of the school during the week beginning 9th October. Thank you to everyone for their amazing effort and commitment to the inspection last week. The board felt positive after the visit and look forward to the report being published around November time.

3. Conflict of interest/declarations:

None

4. Election of LA Governor and Co-Opted Governor

The board voted in Alex Farley as a Co-Opted governor for a four year term. Alex Leech (formerly Staff Governor) was voted in as LA Governor. The board felt Alex's previous experience at the school and current role at HfL Education would be a terrific addition to the board and welcomed her back.

Election of Co-Chair and Vice Chair

One nomination was received from AF for the role of Co-Chair. Governors were given the opportunity to nominate themselves at the meeting, no other nominations. AF was voted in as Co-Chair for a term of four years.

Governors were given the opportunity to nominate themselves for the role of Vice-Chair at the meeting. NFH nominated herself, no other nominations. NFH was voted in as Vice-Chair for a term of four years.

Roles and Responsibilities 2023-24

The board welcomed Hannah Porteous (Deputy Head) as the new Staff Governor. RB's term is coming to an end on the 11th December 2023. Following this date there will be two parent governor spaces.

SIC Committee

Chair – CS
Clerk – NFH
AF

Resources Committee

Chair – TW
AF
Additional members to be confirmed after Parent Governors have joined the board.

5. Start of term reminders

AT Start of term reminders:

- If you are unable to attend a meeting please let the clerk and HT know as soon as possible. Meetings must be quorum to go ahead.
- Please cc the clerk in any questions you have in advance of the meeting.
- Ensure all documents and policies that relate to the meeting are in the relevant GovHub folder in advance of the meeting.
- Remember to add your training to GovHub, if you are interested in training and are unable to find it on the Modern Governor/Governor Hub Knowledge please let me know.
- All governors to complete their declarations and confirmations on Gov Hub.

6. 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
KS1 Results	HP to send to SIC and AF. Complete.
KS2 Results	KS to send results to GB. Complete and on GovHub.
Marketing	Ideas to increase pupil numbers, Facebook, Instagram, media. Ongoing. Ask ALSA to get involved. KL has been speaking with a parent, there is a cost involved. Build a relationship with local nurseries.
CPOMS	Categories to be reviewed followed by teacher training. Ongoing. KS to continue recategorising but this is a lengthy process. The board felt that the options could be streamlined.
Health & Safety	Fire drill and Lock Down drill to be carried out. Not completed.
Governor Business Schedule	Annual plan for 2023-24 to be shared and added to GovHub. Completed.
Governor Week	Any outstanding write ups to be added to GovHub. Dates for 2023/24 to be set. Completed. Governor Week to take place in Spring 1 2024 and Summer 1 2024.

7. Headteacher's report

Governor's comments and questions.

- a) *In regard to pupil numbers are there any further children leaving and can we in future, see a reason on the report as to why the children are leaving?*

We have a number of spaces across the school which has had an effect on our funding for this academic year. At the end of last year we lost 5 children out of year, 4 went to private schools and one moved out of area. Birth rates within Hertfordshire have dropped significantly in the last few years making. A category will be added to the Head Teachers

Report for governors to easily see the reasons why children have left.

- b) *Are we affected by the miscalculation of numbers by the Civil Service?*

Yes, but we are unsure by how much yet. This remains a challenge for the future.

- c) *The number of children with an EHCP has risen to six, what is the effect on the other children in the class?*

This depends on the class and what the need is of the child with the EHCP. The children have additional support where needed, this allows as little disruption as possible to the rest of the class.

- d) *What do other schools do in terms of marketing?*

Many local schools do not need to use marketing as they remain popular through reputation and word of mouth. This is the time of year that parents are applying to primary schools. The school does send follow up emails to parents that tour the school, this has resulted in some positive feedback.

- e) *When are the KS2 results added to the league tables?*

The league tables were not produced last year, and no one has contacted the school so far, this academic year.

- f) *What are ALSA funding for?*

ALSA are currently running 'Sponsor a Chair' and then the outside areas.

- g) *How does the school check that all parents have attended Parents' Evening?*

The School Office do check that all parents have booked. The teachers do organise a meeting with parents if they cannot attend on the evening such as before pick or after drop off.

8. Policy review

No policies to review.

9. Governor Impact

The Co-Chairs thanked RB for his commitment and time on the board. Governors' roles and responsibilities were reviewed, see Agenda item 4.

10. School Development Plan

Following several meetings, the FGB are happy with the final SDP. The first draft was shared with teachers but there was little feedback.

11. Pupil Premium Statement

KS and NFR to meet and will report back at the next FGB.

12. Safeguarding Update

All Governors have read the KCSIE 2023 updates, please ensure this is reflected on GovHub.

No further concerns.

13. Resources Committee Update

SFVS audit was passed, the actions have been split up between the committee members. The budget is looking worse for this year, a summary will be circulated to the board, but this is due to the increased cost of utility bills, teacher funding and the SEN additional cost.

14. SIC Update

The curriculum plans and minutes of their last meeting are on GovHub.

15. Summary of action points

Topic/Title	Action	Owner(s)	Target Date
Parent Governor Vacancies	School to send letter to parents. The governors would be useful as part of the Resources Committee, AF to add a note to the letter around skills and knowledge required.	School Office AF	End of Autumn Term
Marketing	Speak with ALSA and local nurseries. Advertise the Christmas Fayre to nurseries and the community. Add pop up to home page of website to advertise tours as this is prime admission time of the year. Add OFSTED quotes and statistics to website.	School Office All	End of Autumn Term
New Governors	Enrol and update Gov Hub.	AT	Next FGB
CPOMS	Decision on categories to use going forward.	KS and FT	End of Autumn Term
Health & Safety	Fire drill and Lock Down drill to be carried out.	KS	End of Autumn Term
HT Report	Section to be added to the HT report to show why a pupil is leaving.	KS	Next FGB
Health & Safety	Following climbing frame incident, a reminder in the school newsletter for parents to not let children play on the equipment before or after school. A sign would be useful.	KS	Next FGB
Parents Evenings	Teachers to be reminded to follow up on parents that do not attend.	HP	Next FGB
SDP	To be shared at staff meetings and linked to Ofsted report.	KP	End of Autumn Term
Playground	Designs and quotes to be explored for the new playground areas.	HP and DS	Update Next FGB Ongoing

The next FGB will take place on the 4th December.

Signed:

Date: