



## MEETING OF THE GOVERNING BODY OF ABBEY COURT SCHOOL

### MINUTES

**Date:** 01.07.2025

**Time:** 11.00 a.m.

**Location:** Abbey Court School, Cliffe Road Site

**Clerk:** Cathy Poole

**Attendees:** Jane Heyes – JH (Chair)  
Jon Carthy – JC (Vice Chair)  
Vicky Aspin – VA (Headteacher)  
Claire Richards – (CR)  
David Field - (DF) (via Zoom)  
Tim Muggridge - (TM)  
David Lane - (DL)  
Barry Kemp (BK)  
Matt Powell (MP)

**Apologies:** Chloe Knight - (CK)

**In attendance:** Cathy Poole (CP) – Clerk

A	STANDARD ITEMS	ACTION
A1	<b>Apologies:</b> Chloe Knight (CK) - approved	
A2	<b>Declarations of Interest:</b> There were no declarations of interest relevant to this meeting.	
A3	<b>Quorate</b> Noted that the meeting was Quorate	
A4	<b>AOB notified to Chair</b> <b>Terms of Office</b> Noted that BK's (Local Authority Governor) term of office expires on 5 July 2025. BK confirmed that he is happy to continue for one further term; 06 July 2025 – 05 July 2029. <b>Agreed by FGB.</b>  <b>Associate Members</b> Noted that a review of Associate Members will be a standing agenda item for Meeting 6 in each academic year. JK Associate Member with particular experience and interest in Wellbeing.	Clerk

	<p>TW Associate Member with particular medical expertise.</p> <p>Confirmed that both members have provided valuable expertise and input in the past year. <b>Agreed</b> to ask them to continue for a further year. JH to write to thank them for their input to date and ask them to continue.</p> <p>Karen Joy to be appointed as Associate Member with particular expertise in Educational/SEN matters and Inspection. KJ provided a statement outlining her reasons for wishing to become an Associate Member. <b>Approved by the FGB.</b></p>	JH
A5	<p><b>Minutes of the last meeting</b></p> <p>Minutes from the last meeting held on 20 May 2025 were verified for accuracy and confirmed as approved.</p>	
A4	<p><b>Matters arising:</b></p> <p><b>Health &amp; Safety Review</b> – DL to complete before 1<sup>st</sup> meeting of the new academic year. Clerk to send evaluation form to DL.</p> <p><b>Staff Development</b> – on going discussions with HR about pay policies and possibility of moving Performance Management reviews to September.</p> <p><b>Governor Training</b> – DF continues to have problems accessing NGA training modules. VA/Clerk to follow up.</p> <p><b>Monitoring and Evaluation Course</b> – MP to complete evaluation form.</p> <p><b>Governor Monitoring:</b> DF undertook FE Curriculum Review on 30 June – evaluation form had been circulated to Governors. He found it a very useful informative visit. CK general school visit and tour outstanding SCR check – JH/CR to conduct after today's meeting. CK September/October. DL attended Transition meeting to FE – very informative. DL to complete evaluation form.</p> <p>JH/VA meeting on 8 July 2025 to review Governor Monitoring process.</p> <p>Clerk Appraisal – JH to conduct in September. Clerk to confirm time.</p>	<p>DL Clerk</p> <p>VA/Clerk</p> <p>MP/Clerk</p> <p>CK - Clerk to schedule</p> <p>DL</p> <p>Clerk</p>
B	<b>Leadership Matters</b>	
B1	<p><b>Headteacher update</b></p> <p><b>Overview:</b> September 2025 pupil allocated numbers - ongoing discussion. 8 Confirmed for Secondary, 6 confirmed for Primary. 9 Places available in Reception/Primary.</p>	

	<p><b>Referrals numbers for Placement:</b> 259 Referrals received for the period 1 September 2024 – 30 June 2025. Of these 170 had been declined.</p> <p>The Headteacher continues to work with case workers and the local authority regarding more appropriate referrals.</p> <p><b>Staffing:</b> Noted that the Site Manager is retiring on health grounds – long serving member of staff. Governors asked to contribute to leaving collection.</p> <p>Noted that the Network Manager is retiring – long serving member of staff. Governors asked to contribute to leaving collection. The Network Manager has been replaced and his successor has been appointed and will undertake a handover.</p> <p>Currently 9 TA vacancies. Interviews will take place during the summer holiday. Admin role for EHCP (Education, Health and Care Plan) Officer.</p> <p><b>Parental Engagement:</b> Parents Evening – 69% attendance. An increase from 50% last year. Kim Nicholls, Head of Adult Social Care attended the FE Parents evening and made a presentation to parents.</p> <p><b>Pupils:</b> Enhanced PE curriculum for FE students. Bronze Duke of Edinburgh cancelled due to extreme weather conditions (heat) Rescheduled for September. DL reported that he had a contact for food supplies for Duke of Edinburgh and school camps.</p> <p><b><i>JH suggested inviting Duke of Edinburgh to the School to present awards to pupils.</i></b></p> <p>Additional enrichment activities this term have included: 04.07 - Kent County Show 09.07 - EYFS Stay and Play 11.07 - KS2 Carnival Afternoon 15.07 - KS3 Campfire Cooking 17.07 - FE Leaver's Party</p> <p>Successful reaccreditation of the Carnegie Mental Health and Well-being Award.</p> <p>The EDI accreditation application and the LOTC accreditation will be submitted this term with a hope of them being confirmed in Term 1.</p>	
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	<p><b>Curriculum:</b> Religious Education Review undertaken – formal report to be received. Largely good, some outstanding. Internal Science Review undertaken Schemes of work have been reviewed.</p> <p><b>Complaints:</b> No complaints received since the last meeting of FGB.</p> <p><b>Safeguarding:</b> Since 13 May 2025, there have been</p> <ul style="list-style-type: none"> <li>• 3 Operation Encompass notifications</li> <li>• 1 referral to the Children and Young People with Disabilities Team</li> <li>• 2 safeguarding referrals to Children's Services</li> <li>• 1 referral to Adult Services.</li> </ul> <p>The school has attended 3 Strategy Discussion meetings. 1 child has been 'stepped down' from a Child Protection Plan to Child in Need. There are currently no pupils attending the school on a Child Protection Plan.</p> <p><b>School Development Plan:</b> Presentation in October 2025.</p> <p><b>Presentation:</b> A presentation took place showcasing events and work that had taken place over the school year with pupils, parents and the community.</p>	
<b>C</b>	<b>POLICIES</b>	
	<p><b>The following policies had been reviewed and were ADOPTED:</b></p> <p><b>Pay Policy</b> – noted this is a Local Authority policy</p> <p><b>Relationships &amp; Sex Education</b> – noted that this is very much tailored to individuals. All governors to read and bring any questions to the next meeting.</p> <p><b>Disciplinary Policy</b> – noted this is a Local Authority Policy</p> <p><b>Healthcare</b> – currently under review. This was previously a shared policy with Medway Community Health. Once completed to be sent out to MP and JH for review. To be approved at the next meeting.</p>	<p><b>All Governors</b></p> <p><b>VA/MP/JH</b></p>
<b>D</b>	<b>Finance</b>	
<b>D1</b>	<b>Finance Policy</b> – stripped back, revised and tidied up.	
<b>D2</b>	<b>Monitoring</b> – on track to date.	
<b>D3</b>	<p><b>Three Year Budget Plan 2025/2026</b></p> <p>The projected rollover has increased by around £60K largely due to Government grants covering more of the salary increases than expected and TA vacancies.</p>	

D4	<p>8% allowable rollover – over by £74,000 because of late payment of grants – it has been agreed by the Schools Forum that the school can retain those funds.</p> <p>Copy of three-month monitoring report to be made available to all Governors for information on the Governors Section of the website.</p> <p><b>Pay Committee</b></p> <p>Approved pay increases for staff.</p> <p>Questions asked around value for money regarding training.</p> <p>Targets in place for all staff for the next academic year.</p> <p>Approved two special payments for two members of staff for work above and beyond in this academic year.</p>	Clerk
E	<b>GOVERNING BODY MATTERS &amp; STATUTORY RESPONSIBILITIES</b>	
E1	<p><b>Two Factor ID</b></p> <p>Continue to explore the necessity for implementation in September – an update will be shared at the October Board meeting.</p>	VA
E2	<p><b>Training for 2025/2026</b></p> <p>To be related to the skills audit. If people answered Questions 4, 6, 7, 8, 9, 11, 13, 15, 17 and 23 with a score 1 or 2 use the training links recommended by NGA.</p> <p>Clerk to circulate relevant links to individuals.</p> <p>List of NGA modules available in the new academic year to be circulated by Clerk.</p> <p>If people have not identified training from the audit, to choose from the available list.</p>	<p>Clerk</p> <p>Clerk</p> <p>All Governors</p>
E3	<p><b>Board Effectiveness – Governor Action Plan</b></p> <p>JH/VA to work on Governor Action plan for 2025/2026.</p> <ul style="list-style-type: none"> <li>• Workload review for all governors</li> <li>• Ofsted Briefing – framework update</li> <li>• Tapestry Presentation</li> </ul> <p>Reviewed last year's plan. Statement from HT and Leadership Team confirming they are happy with mentoring.</p>	<p>JH/VA</p> <p>VA</p>
E4	<p><b>Governor's Handbook – updates</b></p> <p>See attached document outlining all updates.</p> <p>A greater emphasis on the requirement for the <b>school premises and facilities</b> to be kept up to standard – governors to ensure this is monitored during visits to site.</p> <p>A new section on nutrition under pupil mental health and wellbeing to cover the board's role in school food. – governors to have lunch following a Board meeting.</p>	<p>Clerk</p> <p>All Governors</p> <p>All Governors</p>

<b>E5</b>	<b>Governance Review</b> Clerk/JH to review recommendations	<b>Clerk/JH</b>
<b>E6</b>	<b>Table of Activities</b> TM Newsletter for Term 1	<b>TM</b>
<b>G</b>	<b>CONCLUDING MATTERS</b>	
<b>G1</b>	<b>Any Other Business</b> Nil <b>Meeting closed at 12.31pm.</b>	
<b>G2</b>	<b>Date of next Meeting:</b> <b>Tuesday 14<sup>th</sup> October 2025, 11am – Rede Court (Mtng 1)</b>	

CP:05/07/2025