



MEETING OF THE GOVERNING BODY OF ABBEY COURT SCHOOL

MINUTES

Date: 14.10.2025 (Meeting 1)

Time: 11.00 a.m.

Location: Abbey Court School, Rede Court Site

Clerk: Cathy Poole

Attendees: Jon Carthy – JC (Chair)
Vicky Aspin – VA (Headteacher)
Claire Richards – (CR)
David Field - (DF)
David Lane - (DL)
Barry Kemp (BK)
Chloe Knight - (CK) (via zoom)

Apologies: Jane Hayes (Vice Chair)
Tim Muggridge - (TM)
Matt Powell (MP)

In attendance: Cathy Poole (CP) – Clerk

A	STANDARD ITEMS	ACTION
A1	Apologies: Jane Hayes (JH) Tim Muggridge (TM) Matt Powell (MP) Apologies noted and approved	
A2	Declarations of Interest: There were no declarations of interest relevant to this meeting.	
A3	Quorate Confirmed that the meeting was Quorate	
A4	Election of Chair and Vice Chair Chair: JH nominated Jon Carthy, seconded by BK – unanimously elected . Vice Chair: DF nominated Jane Hayes, seconded by JC – unanimously elected .	

Signed: Date:
Chair of Governors on behalf of the Governing Body

A5	Minutes of the last meeting Minutes from the last meeting held on 1 July 2025 were verified for accuracy and confirmed as approved and signed by the Chairman .	
A4	Matters arising: Health & Safety Review – DL outstanding Governor Training – DF accessing NGA training modules resolved. Monitoring and Evaluation Course – MP to complete evaluation form. Outstanding . DL attended Transition meeting to FE – very informative. DL to send completed evaluation form to Clerk. Clerk Appraisal – delayed due to Clerk's surgery. JH/Clerk to reschedule. Healthcare Policy – remains under review. Retendered for nursing support. Two Factor ID – introduced for Leadership Team. Ongoing process for others.	DL MP DL Clerk/JH
B	Leadership Matters	
B1	Headteacher Report Pupil Attendance – 88.8% . above national average for specialist schools. Staff absence – noted good improvement. Continue to monitor long term sick. Recruitment – 13 TA vacancies. Interviews continues. Have secured some longer term supply staff which will help the situation. The Office Manager left during the summer holidays. The Head's PA has now taken on this role and the PA role will be advertised shortly. The Site Manager role has been reevaluated as Estate Manager and is currently being advertised. The Farm Lead Teacher has resigned and internal interviews will be held on 27 October if any Board Member is available and would like to join. Three additional HLTA roles have been identified from January who will be able to provide some cover for teaching duties. Parental Engagement – continue to work on increasing parental engagement School Development Plan The evaluated summer term SDP was circulated at the meeting. Any comments should be brought to the next meeting. The School Development Plan for 2025/2026 was circulated prior to the meeting and is available on the Governors' section of the website.	All Governors All Governors

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<p>The Focus for this year's plan is Ofsted (updated inspection framework), Food & nutrition, Curriculum – intent of learning outcomes.</p> <p>Complaints: Two complaints received since the last meeting of FGB, both resolved.</p> <p>Webscreen Filtering: school is using “Netsweeper” to monitor traffic through the system. This also monitors individual users’ activity and alerts the DSL.</p> <p>Terms Dates 2027/28 and 2028/29 – agreed Headteacher to select the most appropriate options.</p> <p>Questions raised on Headteacher’s Report:</p> <p><i>JC asked about the response to the exit questionnaires which is very low. Currently this is optional to complete. VA looking at ways to increase this.</i></p> <p><i>JC asked about attendance at Parents Evenings and how this might be increased. VA confirmed that attendance is tracked and they do reach out to parents who are not attending.</i></p> <p><i>JC noted the increased opportunities available for parents to engage with the school.</i></p> <p><i>JH commented on the Parent Survey. Excellent that parents continue to be satisfied with Abbey Court particularly in relation to the curriculum and their child’s achievements. Request that at the next meeting more detailed information could be provided on Bullying such as “What counts as bullying in a school like Abbey Court?”; “How do you identify it as bullying”; “What do you do to prevent and manage it?”; “Can we have some real examples? “Can we reduce claims of bullying further?”. VA confirmed that they are working with parents so that they better understand the Behaviour Policy and anti-bullying measures.</i></p> <p><i>JH commented on the complaints offering congratulations on what seems to have been a year when complaints have been minimised and managed well.</i></p> <p><i>JC commented on the results of the Parents’ Survey and asked if the school looked at the breakdown in the responses. VA confirmed that this was the case. He also mentioned quite a lot of parents (26%) felt they were given too much information at the Progress meetings. VA commented that there was statutory information they were required to give parents and said they worked hard to maintain a balance.</i></p>	<p>VA</p> <p>VA</p>
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	<p>Development of the Rede Court Site A letter had been received from Medway Council regarding the further development of the Rede Court Site. A full and frank confidential discussion took place, the details of which are recorded as a confidential minute to this meeting.</p> <p>BK left the meeting at 12.15pm (the meeting remained quorate)</p> <p>Whole School Development Report Jacqui Rudden, Deputy Headteacher presented an overview of the Whole School Performance Report. A copy of the presentation is available on the Governors' Section of the School website.</p> <p><i>JH asked:</i> “<i>What causes marginal decreases?</i>” <i>confirmed that it can be one child that causes these decreased.</i> “<i>Is The Engagement Model really embedded in the curriculum now so that evaluations are reliable?</i> <i>Confirmed that yes, this is the case and that the staff have worked really hard to embed this in every aspect of the curriculum across the school.</i> “<i>What are staff most proud of?</i>” <i>that this provides a holistic view of the children and shows progress for every child in the school.</i></p> <p>The presentation was very well received by Governors and thanked all the staff for the outstanding attention to detail and explanations.</p>	
C	POLICIES	
	<p>The following policies had been reviewed and were ADOPTED:</p> <ul style="list-style-type: none"> • Complaints Procedure Policy • Charging and Letting Policy • Attendance Policy • Staff Development Policy • Safeguarding and Child Protection Policy • Healthcare Policy 	
D	Finance	
	<p>Feedback from Finance Committee: The three-month monitoring report had not been available due to staff absence. We were over the allowable rollover amount but had planned works in hand to use these funds. The work to the FE playground had been approved.</p>	

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E	GOVERNING BODY MATTERS & STATUTORY RESPONSIBILITIES	
E1	<p>Safeguarding All Governors to undertake the NGA on line course Essential Safeguarding for Governors – Clerk to circulate link. Certificates of completion to be emailed to the Clerk.</p>	Clerk All Governors
E2	<p>Review of Committees Everyone confirmed they are happy with the existing arrangements.</p>	
E3	<p>Attendance 2024/2025 Circulated with the Agenda for information.</p>	
E4	<p>Training for 2025/2026 List of available modules had been circulated as agreed. Links to training arising from the skills audit had been circulated as agreed. Ofsted – JC SEND – JC/JH Food – DL Introduction to Governance - DF</p> <p>Remaining Governors to confirm their identified training for the year and notify Clerk.</p>	All Governors
E5	<p>Monitoring and Tasks 2025-2026 Updated document circulated with meeting papers and will be added to Governors' section of the website.</p>	All Governors
E6	<p>Code of Conduct 2025/2026 Signed and collated by all present. To be sent to those not present at the meeting.</p>	Clerk
E6	<p>Declarations of Interest 2025/2026 Completed and collated by all present. To be sent to those not present at the meeting.</p>	Clerk
G	CONCLUDING MATTERS	
G1	<p>Any Other Business TW, Associate Member to be asked to support the change of tender of healthcare services for the school – AGREED. Meeting closed at 12.50pm.</p>	
G2	<p>Date of next Meeting: Tuesday 25 November 2025, 11am – Cliffe Road (Mtng 2) JC apologies noted.</p>	

CP:17/10/2025

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