



MEETING OF THE GOVERNING BODY OF ABBEY COURT SCHOOL

MINUTES

Date 1st December 2020

Time 11.00 – 12.45

Location Remote conferencing

Clerk Tim Packham

Attendees

Jean Kerr (Chair)
 Karen Joy
 Derek Blease
 Jane Heyes (Vice Chair)
 John Huntingford
 David Lane
 Tim Walker
 Claire Richards

A	STANDARD ITEMS	Action
A1	Administration The Chair welcomed governors to the meeting and also welcomed Clair Richards as a new Staff Governor	
A2	Virtual Meeting Protocols. It was noted the virtual meeting protocols had not changed and Governors agreed to work within the protocols.	

A3	<p>Apologies and absences.</p> <p>Apologies had been received and accepted from David Lane and Matthew Powell.</p>	
A4	<p>Confirmation of quoracy</p> <p>The meeting was quorate.</p>	
A5	<p>Declarations of Interest:</p> <p>There were no declarations of interest in regard to any item on the agenda. There were no declarations of any hospitality or gifts received or given. Governors were reminded of their requirement to read, sign and return the Declaration of Interests.</p>	<p>Governors to complete and return declarations and other associated papers asap.</p>
A6	<p>Minutes of the last meeting:</p> <p>The minutes of the previous meeting were discussed. The minutes were scant and do not meet the school's needs. Essential items had been circulate to the board. A template has been provided and the requirement is for very full, accurate and targeted minutes.</p> <p>The following points had been omitted from them. It was agreed to add them to this minute and then the previous minutes would be signed as a true and accurate record of the proceedings.</p> <p><u>Main Minutes</u></p> <p><i>Item 12. JH did not attend safeguarding training in September 2020. We reflected on the date when the FGB last had training together and decided to check it in order to plan our next session.</i></p> <p><i>JH requested that the Clerk locate the Governing Body CPD record, held by the previous clerk, and add the new items shared by governors at the meeting.</i></p> <p><i>The election of the Chair and Vice Chair is not recorded: Jean Kerr - Chair and Jane Heyes - Vice Chair</i></p> <p><i>The Performance Management of the HT was not recorded as having been successfully completed.</i></p> <p><i>The signing of the Governor Code of Conduct, reviewed at the meeting, has not taken place and should be recorded as an action for governors.</i></p> <p><i>We received the SIP but it's approval was not recorded. It was approved unanimously</i></p> <p><i>The use and effectiveness of the Pupil Premium and Sport funds should have been record as having been scrutinised and accepted.</i></p> <p><i>We received the SEF with pupil performance data and this should be recorded.</i></p> <p><u>Confidential Minutes</u></p> <p><i>The minutes mention that JH has to write a letter but they do not the name of the recipient. It was the Director of Education.</i></p>	<p>All Governors to sign and return asap</p>
A7	<p>Matters arising from the minutes.</p> <p>There were no additional matters arising from the minutes.</p>	

B	GOVERNING BODY MATTERS & STATUTORY RESPONSIBILITIES	Action
B0	<p>The following questions were asked prior to the meeting:</p> <p>Q: JHe: What progress has been made against the objectives of the Covid-19 catch-up plan?</p> <p>A:KJ: We don't have a catch-up plan. We were open throughout the first lockdown and all children who did not attend received remote learning throughout. Summer Term progress results did not see any overall issues, although some individual children scored lower than expected. Targets set at the Autumn Term progress meetings took account of this an all children in school are on course to achieve appropriately against their targets this term. Children at home continue to receive weekly monitoring calls and have learning set for them. The Covid catch-up money received has been used to purchase specialist additional speech and language support for pupils.</p> <p>Q: JHe: Can we work out a way for governors to conduct their monitoring duties at a time when school visits are not possible?</p> <p>A: KJ: This would be best done by Zoom or telephone call to the relevant member of staff.</p> <p>Q: JHe: May I thank staff for their work on the detailed Remote / Home Learning Plan shared with governors.</p> <p>A: KJ: Thank you. This will be fed-back to staff.</p> <p>A plan is being developed to allow governors the ability to conduct their visits and ensure there is no slippage or gaps in responsibilities. Next term there will be prompts for who should be coming in and when.</p> <p>The governors and links are :</p> <ul style="list-style-type: none"> • Curriculum: Jane / Zoe • Behaviour: Jean / John • Wellbeing: Clare / Sam Bell • Maths: Tim / Zoe • Farm: Dave / Michelle <p>Q: JK: Thanks to the staff for the remote learning plan. Is there anything we can do to affirm the staff other than to express our gratitude</p> <p>KJ: Christmas cards would be nice.</p> <p>JHe stated she would be happy to get wrapped sweets for each site.</p> <p>Q: DB: Offered to contribute 50% to the gifts and suggested that the HT and DHT also receive a gift as they have a hugely demanding role. This will help to express our deepest gratitude.</p>	<p>Governors to make arrangements to carry out their monitoring tasks Jan 2021</p> <p>Feedback thanks to staff KJ asap</p> <p>Every governor, where possible, to send a Christmas Card to each site.</p>

	<p>A: KJ: Thanked governors. She noted that the biggest difficulty is dealing with difficult people. There is also Social Media that makes things difficult.</p> <p>JHe informed the board that she had sent a card and a plant to Sam, the former staff governor.</p>	
B1	<p>Membership and Governance matters.</p> <p>Claire was welcomed as the new staff governor and her term of office started today.</p> <p>Q: KJ: Where are we with the appointment of Councilor Barry Kemp as an Associate Governor?</p> <p>A: DB: He would love to join as an associate governor but has professional commitments at the moment which has led to a delay.</p> <p>The following reappointments were proposed and accepted</p> <ul style="list-style-type: none"> • Tim Walker has continued his term of office 23.11.2020 to 22-11-2024 • Jane Heyes has continued his term of office 23.11.2020 to 22-11-2024 	
	<p><i>Constitution and Terms of Reference for committees</i></p>	
B2	<p>Review and update of standing Orders of the Governing Body</p> <p>It was noted the Standing Orders are on the school's website and have been reviewed</p> <p>Terms of Reference for Committees apart from the finance ctte. are found in specific policies</p> <p>Q: JHe: asked if they are Medway standard policies</p> <p>A:KJ: Most of them are.</p>	
B3	<p>Annual Signing of Governor Code of Conduct</p> <p>It was noted this would be signed and returned by the every governor (see above)</p>	
B4	<p>Finalising of Governor Action Plan 2020/2021</p> <p>JHe agreed to add these as key tasks this year</p> <ul style="list-style-type: none"> • Phase 2 of the school build • Vision and ethos award for excellence for Metal Health <p>Q: JHu: It says in the action plan that there are 4 main aims, is there a typo in page 1?</p> <p>A: JHe: At the time of writing there were 3. The NGA have now added keeping parents and carers in touch</p>	<p>Amend action plan JH asap</p>

<p>B5</p>	<p>Governor CPD</p> <p>JHe: Following on from the discussion at the last meeting, JH created a short guide for governors about training. It also includes how to become acquainted and monitor the Single Central Record.</p> <p>It was proposed that each governor does one online module during the year. A change would be made to the induction policy to include training.</p> <p>JK stressed that recording of the training is essential.</p> <p>JHe informed governors the skills audit will be carried over into next year and any date of monitoring visits to be sent to the Clerk</p> <p>It was noted that three training courses have been sent out to Governors for 08/02/2021. This will help prepare for Ofsted. It was noted the JHe will attend and report back</p>	<p>Organise online training for governors JHe Jan 2021</p> <p>All Governors. All training and governor visits to be notified to Clerk- ongoing</p> <p>JHe to attend and report back at first meeting after the training.</p>
<p>B6</p>	<p>Chairs Correspondence and actions.</p> <p>The Chair update the board the she had been to numerous meetings mainly concerning nursing provision and the start of phase two</p>	
<p>B7</p>	<p>Policies for review.</p> <ul style="list-style-type: none"> • Home Learning Policy • Behaviour Policy • Single Equality Scheme Policy • Charging Policy • Freedom of Information Policy • E-Safety Policy <p>Governors were reminded to complete the Declaration of Interest and keeping Children safe in Education (appendix A)</p> <p><i>The governing body unanimously agreed that they had read all the policies and agree their content</i></p>	<p>All governors to read, sign and return form asap</p>
<p>B8</p>	<p>Finance.</p> <p>Governors are aware of the continued difficulties with the nursing provision. A meeting had taken place with JK, KJ, John Bosley and Chris Kiernan and Tim W to find a way through TAs administering medication throughout the school. . The train and delegate model is in the MCH contract</p> <p>It was noted an interim proposal had been suggested by KJ to appoint 1.5 HCA posts to provide some healthcare but not doing what qualified nurses do. The interim proposals were offered because of the following:</p>	

	<ul style="list-style-type: none"> • There is a funding band review by the authority and the school may lose or gain money. • The starting of phase 2. We do not yet know what exactly this will mean in terms of nursing provision nor for other staff. <p>However, three HCA is what the school needs. The Finance committee has approved funding for 1.5 HCA for the interim period. That is until 31.03.2022</p> <p>Q: DB: can I clarify this will be appointments by the school?</p> <p>A: KJ: We really need 3 posts and are hoping the Local Authority will fund the other 1.5. Governor’s consent is required. We are trying to be good partners and we need Governor’s consent to move this proposal forward</p> <p style="text-align: center;">This was unanimously agreed by Governors.</p> <p>JHe stated that there would clearly be a lot to think about with the appointments such as qualification etc. but she was sure that school leaders would, as usual, prepare for this carefully.</p>	
C	LEADERSHIP MATTERS	Action
<p>C1</p>	<p>Headteacher’s Report</p> <p>The Headteacher updated governors on Covid 19 and how the school is managing an unstable situation. Unfortunately the primary site had to close for four days. The Regional School’s Commissioner has to be informed even if a local authority school closes. Home learning would be starting today. The school will reopen as soon as possible. Closing the school is a last resort and based on risk assessment.</p> <p>It was noted that Free School Meals are still being provided and catering staff are in school and making lunches.</p> <p>On evaluating the school plan, it is very hard for school development to happen. It has not been possible to conduct peer reviews. It is hoped the Farm development will be finished by Christmas and any snagging will take place afterwards. It will provide premises for children where the full curriculum can be taught as well as a place to change and use during bad weather.</p> <p>It was noted that for fundraising via crowd funding for £10k will be used to purchase furniture, which will be ordered soon. Already the school has received £10k from Morrison’s.</p> <p>School phase 2. The original architect is being employed by Medway Council. He is looking at the brief and a tender document will be drafted. Car park work will be finished first.</p> <p><u>Staffing Position</u></p> <p>Staff have been amazing. There have been a couple of TA resignations and the school did not recruit an IT assistant.</p>	

	<p>DB: It sounds amazing, 10k from Morrison's . Work at the farm and getting supplies, so many positive things. Well done to all involved</p> <p>The Chair reminded governors that the Go Funding page is on the website and Facebook. The information could be shared with friends or relatives</p> <p>Q: TW: Having not looked, are donations going through a registered charity ?</p> <p>A: JK: Yes. You can gift aid.</p> <p>KJ update governors there are 2 rabbits in the school and the school is waiting for two piglets. They will be born in January and we hope to have them sometime in April. The school has not been able to do a Christmas production this year and will be doing school videos instead; advent video of children with the 'Twelve days of Christmas' theme. Parents will have a login to access the videos and the first one will be " A partridge in a pear tree."</p> <p>The Chair acknowledged this was a good idea and thanked the Headteacher.</p>	
<p>C2</p>	<p>Agreement to Term Dates 2021/2022</p> <p>The standard Medway dates were agreed.</p>	
<p>C3</p>	<p>Annual Report on Complaints 2019/2020</p> <p>The Chair updated that she has only been involved in three low level complaints. One of which went to the formal stage but not beyond.</p> <p>KJ- informed governors that when on the receiving end of low level complaints the staff have managed really well.</p> <p>Q: TW: Do school staff get a summary at the end of year</p> <p>A: KJ they see it from the point of view from their class</p> <p>Q: TW: Is it worth sharing our profile and number of complaints? It is very good and we need to reassure staff?</p> <p>A: JHe: It might be useful if Ofsted ask about complaints. Most didn't go through to the formal stage</p> <p>A: JK: That will be contained within the Headteacher report.</p>	
<p>C4</p>	<p>Pupil, Staff and Parent Survey Results</p> <p>Governors were reminded to bear in mind that some of the answers may have been made by a member of staff who has since left the school.</p> <p>Q23. Statistics at secondary is lower, possibly because we were at the primary school.</p> <p>Q:TW: When we go to primary for meeting there's more chance of moving around the school. At the secondary site we just go to the office. In Cliffe road, you can be seen. Are staff made aware?</p> <p>A:CR: It's on staff diary</p> <p>A: JK: All staff during the summer were aware.</p>	

	<p>Q: JHe: Under secondary and needs improvement “feels hostile” bottom of page 38 “School environment can be improved, feels hostile”</p> <p>A: KJ: I think it’s the physical environment. It does feel hostile, that’s why we have been pushing for a new building. Not well written, if they meant culturally hostile they may have said something.</p> <p>JHu- Any new reflections?</p> <p>A: KJ: Not shared with staff yet. Would normally be done early in the year. would invite staff to clarify. Social distancing does not allow an altogether meeting so it has been difficult to address.</p> <p>A: CR: It’s done every year and we have the option to feedback both at our 1-2-1 meetings and actions are taken. We hear at training and briefing days also there is always feedback.</p> <p>Q: JHu: It was a huge task and compliments to all those involved. Is music used within the school?</p> <p>A:KJ: Yes it is.(it has been difficult during COVID)</p>	
C5	<p>The Engagement Model – A presentation by Zoe Silvester</p> <p>Zoe is currently off- the link has been provided – deferred until the next meeting</p> <p>Q: JHe: how will it change-will it increase work load. What did we do before ? how is it different?</p> <p>A: KJ- In this model where you cannot show development. Shift back to what we used to do. Teachers will look at e.g. every measurement and gesture, eye flickers etc. Some teachers were not trained in this way and will need to be further trained which we plan to do in Term 3</p>	Include Engagement Model in next agenda Clerk
D	OTHER MATTERS	Action
D1	<p>Any Other Business</p> <p>It was noted that the parents has been run , The school usually receives 45-50% responses. This one closed with a 34% return. The survey would usually have been conducted during the Summer but was delayed due to Covid which is probably the reason for the less returns this year.</p> <p>CR expressed her thanks to Governors and the Headteacher for the support received whist working through lockdown</p> <p>JK suggested that in order to recognise the efforts made by staff a BBQ in the summer may be appropriate .</p>	
D2	Date of next meeting 11:00 26 th January 2021	
	Meeting closed at 12:30	