



**MEETING OF THE GOVERNING BODY OF ABBEY COURT SCHOOL**

**MINUTES**

**Date:** 15.3.2022

**Time:** 11.00 a.m.

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

**Clerk:** Lesley Maile

**Attendees**

Jean Kerr – JK (Chair)  
 Karen Joy – KJ (Headteacher)  
 Jane Heyes – JH (Vice Chair)  
 Derek Blease (Via ZOOM)  
 Dave Lane (DL)  
 Matt Powell (MP)  
 Claire Richards (CR)  
 Tim Walker – TW (Via ZOOM)

Jess Cameron – Presentation at 12.01 pm

A	STANDARD ITEMS	Action
A1	Apologies were received from Barry Kemp.	Clerk
A2	<b>Minutes of the last meeting:</b> The Minutes of the last meeting were found to be accurate, accepted and signed. The Confidential Minutes were also accepted and signed. Proposed by JK and seconded by JH.	JK/Clerk
A3	<b>Matters Arising</b> <b>Register of Interests and Code of Conduct</b> The Clerk confirmed that all Governors had now completed this document.	

	<p><b>B2 Safeguarding</b> JK confirmed that she had thanked Emma (Admin Assistant) for the work she had been doing as an interim measure, in this respect.</p> <p><b>B4 OfSTED Preparation – Careers</b> DL advised that he had had a really useful meeting with Jess Cameron. He praised the “Tapestry” provision which he felt was outstanding. JK requested that DL provide a short report in this respect for the file. DL advised that he would be happy to do this including an item for the next Newsletter.</p> <p><b>B5 Achieving Mental Health Award</b> JK advised that she had signed up to an online course. DL advised he had yet to do so. Clerk to check with BK that he has reviewed the LAC policy.</p>	<p>DL</p> <p>Clerk</p>
<b>B</b>	<b>GOVERNING BODY MATTERS &amp; STATUTORY RESPONSIBILITIES</b>	<b>Action</b>
<b>B1</b>	<p>The Chair was delighted to advise that DB had agreed to stand for a further term of office. Proposed by the Chair, seconded by DL. Governors indicated their unanimous agreement.</p> <p>The Chair advised that it had been hoped the prospective Governor, Mr Carthy would join this meeting but work commitments had prevented this. The Chair proposed that having been provided with Mr Carthy’s background information and application, governors accept him onto the Governing Body with effect from 1<sup>st</sup> June. Governors unanimously indicated their agreement.</p>	<p>Clerk</p> <p>Clerk</p>
<b>B2</b>	<p><b>Safeguarding</b> Nothing to report.</p>	
<b>B3</b>	<p><b>Declaration of Interests</b> No declarations were made.</p>	
<b>B4 &amp; B5</b>	<p><b>Review of Governor Action Plan and monitoring &amp; Equality information/objectives</b></p> <p>It was noted that monitoring had been discussed at the previous meeting. The Chair asked if governors had any additional questions. No items raised.</p> <p>JH advised that an item regarding Race Equality needs to be included following the next review. Governors need to confirm that they have all read this Policy.</p> <p>In addition, governors agreed the need to be mindful of Unconscious Bias and this too will need to be included in the plan for the next year as well as a statement on the website.</p>	<p>JK/JH/KJ</p>

B6	<p><b>Pupil Voice – Report from School Council</b></p> <p>Paperwork was handed to governors. KJ suggested that representatives of the School Council, both Primary and Secondary attend the second meeting of the Summer Term.</p> <p>Governors agreed and praised the reports and feedback provided to them.</p>	KJ/JK
B7	<p><b>Review and approve any changes to the school staffing structure (Non Statutory)</b></p> <p>KJ advised that she was not anticipating any major changes but as the school expands this may well change. Governors were advised that the school still had vacancies i.e. appointment of a second Assistant Headteacher. The Office structure might also need to change but this will evolve following the recent appointment of the new Office Manager.</p>	
B8	<p><b>Governor CPD</b> <b>Governor Induction</b></p> <p>JH confirmed there were no Induction needs at the present time. It was noted that Jon Carthy will need to be provided with Induction materials in due course.</p>	JH
B9	<p><b>Governor Training</b></p> <p>JH reminded governors that an updated version of the training schedule had been sent out recently i.e. prior to this meeting. JH asked if governors wished any amendments to be made or if they had an updates to add.</p> <p>CR advised that she had undertaken a course which she had found to be good although she was aware of most of it. CR felt this would be very useful for a new entrant.</p> <p>JH confirmed that she had recently undertaken a course on FGM which it is very important staff are aware of.</p>	JK/KJ
B10	<p><b>Annual Skills Audit</b></p> <p>It was noted that this will need to be re-visited. The review has been delayed due to COVID.</p> <p>JH confirmed that she would send this to all governors shortly as ideally this should be reviewed before the last meeting of the year. Governors were asked to return this by 31.3.2022.</p>	JH All Governors 31.5.2022
B11	<p><b>Chair’s correspondence &amp; Actions</b></p> <p>Nothing to report.</p>	
B12	<p><b>Policies for review</b></p> <p>JK advised that she had overlooked allocating these policies for review to individual governors so had reviewed them all herself.</p> <p>Draft Ex Offender’s Policy – KJ explained the school now had a new HR provider (CANTIUM) and the need for this Policy had come to light. This now forms part of a new Safeguarding Suite of Policies.</p> <p>JK confirmed she had reviewed this along with the other Policies.</p>	

<b>B11</b>	<p><b>Finance</b></p> <p>It was confirmed that JK, JH and TW had attended the recent Finance Committee meeting. The LA had agreed that the Apprenticeship levy money and TTO allocation could be carried forward.</p> <p>KJ advised that the Pay claim has been settled and this will be paid out in the March payroll.</p>	
<b>C</b>	<b>Leadership Matters</b>	<b>Action</b>
<b>C1</b>	<p>KJ advised that the two main issues to be addressed were: OfSTED and Phonics – specifically leadership.</p> <p>KJ advised she was confident in the delivery of the above particularly following an impressive Phonics presentation by the two Phonics assistants.</p> <p><b>Curriculum Leadership</b></p> <p>Governors were advised that interviews for the Subject Leader positions were scheduled for the following week.</p> <p>KJ advised that following COVID the Curriculum had been fully resumed including residential visits.</p> <p>Staffing was stable with no staff absent due to COVID.</p> <p>KJ was delighted to report that the Gold Award for RE had been achieved. There had been particular praise in respect of the partnership between the school and the Diocese.</p> <p>The farm is going very well and is fully embedded into school life. National Schools’ Farm Open Day scheduled for 30<sup>th</sup> April – flyers available whereby Adopt an Animal will be promoted.</p> <p>New Build – Phase 2 is progressing well. The build being currently two/three weeks ahead of schedule. It is hoped completion remains on course for 1<sup>st</sup> December.</p> <p>KJ wished to give specific praise to BK who had been particularly helpful in negotiations with taking additional children in September. A further meeting was due on 14<sup>th</sup> March with the Assistant Director at Medway. JK advised that a lot of very hard work had gone into this aspect.</p>	
<b>D</b>	<b>CONCLUDING MATTERS</b>	<b>Action</b>
<b>D1</b>	<p><b>Any Other Business</b></p> <p><b>Term Dates</b></p> <p>Suggested term dates were provided to governors for approval. KJ recommended adoption of these to governors who were unanimous in their acceptance.</p> <p><b>Mental Health and Wellbeing Update – Presentation by Jess Cameron</b></p> <p>Jess Cameron was welcomed to the meeting via ZOOM and provided a comprehensive update and overview. Report attached.</p> <p>Jess advised that she is hopeful that the school will achieve at least a Silver and possibly Gold award in this respect.</p>	KJ

	<p>Governors also thanked DL and JK for signing up for a course to further support this.</p> <p>Request made to Jess Cameron to send the powerpoint presentation to JK and DL who will then arrange to meet with JC to complete and back up this work.</p> <p>JK thanked Jess Cameron for all the incredibly hard work she had put into this project, particularly as Jess had also been overseeing Careers provision at the same time. Governors added their thanks and praise.</p> <p>Meeting closed at 12.42 p.m.</p>	<p><b>JK</b></p>
	<p><b>Confidential Items</b></p> <p>One item was deemed to be confidential and recorded in Part II of the Minutes.</p>	<p><b>Clerk</b></p>
	<p><b>Dates of next meeting</b></p> <p><b>Term 5</b> 10.05.22 at Rede Court Road</p> <p><b>Term 6</b> 05.07.22 at Cliffe Road</p>	<p><b>All Governors</b></p>