



MEETING OF THE GOVERNING BODY OF ABBEY COURT SCHOOL

MINUTES

Date 16th March 2021

Time 11.00 – 12.30

Location Remote conferencing

Clerk Tim Packham

Attendees

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

A	STANDARD ITEMS	Action
A1	Administration The Chair welcomed governors to the meeting. Kristal Clark was welcomed to the board as a new governor, and it was noted she has a strong HR background.	
A2	Virtual Meeting Protocols. It was noted the virtual meeting protocols had not changed and Governors agreed to work within the protocols.	
A3	Apologies and absences. None	
A4	Confirmation of quoracy	

	The meeting was quorate.	
A5	Declarations of Interest: 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.	
A6	Minutes of the last meeting: The minutes of the previous meeting were agreed subject to a minor amendment to reflect "Train the trainer in Safeguarding' and 'HCA' are challenging it. It was noted that Medway will not provide the extra 1.5 HCA so the school is to provide 3 HCA	
A7	Matters arising from the minutes. There were no additional matters arising from the minutes.	
B	GOVERNOR BODY MATTERS & STATUTORY RESPONSIBILITIES	Action
B1	<u>Membership.</u> KC confirmed she had signed the required paperwork on 15 th March.	
B2	<u>Review of Governor Action Plan.</u> From the school's perspective, what have governors been able to do to support the school and achieve the objectives on their action plan? (See Below) Q: JHe: Write to parents/carers and/or hold meetings about key school changes – Phase 2 building project A: KJ: Achieved in part and as appropriate at this point, as apart from the agreement to fund the project, little has happened "on the ground". Jean wrote to all parents on 10 th September 2020. Q: JHe: How can the GB support staff to achieve the school mental health aware from The Carnegie Centre for Excellence for Mental Health. A: KJ: Sam is to present and outline the part Governors can play in this at this meeting. (It is an item on the agenda) JHe asked that if any governor had anything else to add to the action plan, they should reply to her. It was noted there will be an evaluation of the action plan at the end of the year.	
B3	<u>Safeguarding</u> Nothing new to report at this meeting. <u>Covid Update</u> Since the last meeting the school has stayed open with 85% attendance of pupils. Approximately 10% of staff are absent from school, some are shielding and some staff are on maternity leave with those in the third trimester not working on site.	

	<p>Governors acknowledged the exceptional job that KJ and staff have done</p> <p>Q: JK: How are staff feeling?</p> <p>A: KJ: They are getting back into a routine and are generally really upbeat. All staff have been offered the Covid vaccination, most have had their first dose. Home testing is available for all staff to do two tests per week. We are looking for parents to test children at home.</p> <p>DL informed the board that since his child’s return to school he has noticed a positive difference and has started to venture outside, this has not happened before.</p> <p>Q: DB: We’ve now been here for 12 months. KJ and her staff have had no Easter break, no half term and a journey still ahead. This is an amazing achievement as a Board of Governors how can we say thank you at the end of the academic year, something tangible? We need a plan to show our warmth and gratitude. I have mentioned it previously such as a barbecue.</p> <p>A: JK: Agreed to find out what might be appropriate.</p> <p><u>Single Central Record</u></p> <p>It was agreed that whoever contributes to the school newsletter would also check the SCR at the same time. JHe stated she has it covered in the Governor Training & Development policy.</p> <p>It was agreed that the register would be checked according to the policy by the person contributing to the termly news letter .</p> <p><u>Safeguarding Training</u></p> <p>It was noted that a passage from an NGA document could be used to show understanding and compliance of the Single Central Record.</p>	<p>Action MP to check SCR</p>
<p>B4</p>	<p><u>Procedure for Managing a Governor’s End of 4-Year Term</u></p> <p>To note this was accepted unanimously.</p> <p>It was agreed to add an appendix to the Governor Handbook covering “How to appoint and recruit governors”. JHe</p> <p><u>Equality Review</u></p> <p><u>The board considered a set of questions to evaluate their response to Equality and Diversity legislation.</u></p> <p>JK informed the board that she received training from the Diocese of Rochester Board of Education& Diversity. A question for the board to consider is “Have governors been trained in equality?” Also, unconscious bias needs to be included as something we should consider or as part of our collective training.</p> <p>It could be said that there is a lot that affect BAME recruitment. We are fishing in a very small pond when looking for governors specialist skills</p> <p>JHe- As well as ethnic diversity we must consider age diversity as well.</p>	

	<p>It was noted there had been no racial Incidents at the school for some time but an incident was reported last week. The school was asked if it could check the recruitment and retention of BAME staff.</p> <p>KJ informed the board that 69% of students are White British with 31 % being BAME. Compared to staff who are 90% White British and only 10% BAME. BAME staff are not represented at all levels of staffing</p> <p>MP informed the board he has received some unconscious bias training material at work that could be of benefit for the board.</p> <p><u>Admission Arrangements. (publication of)</u> To note the school has an admissions policy.</p>	<p>Action MP to discuss use of unconscious bias training material with JHe.</p>
<p>B5</p>	<p>Governor CPD</p> <p><u>Annual Skills Audit</u></p> <p>The annual skills audit has been completed apart from one from TW, this will be completed and forwarded.</p> <p><u>Feedback on reading & training</u></p> <p>To note MP has completed some Diversity training and the Chair reminded governors that if they have received any training in their day jobs would they please provide dates and details so this can be recorded.</p> <p>DL informed the board has completed a Mental Health First Aid course for his shift at work</p> <p>It was noted that the Wellbeing governor position would be held by KC.</p> <p><u>Update to training record</u></p> <p>Q: JHe: Has any governor decided on any NGA courses?</p> <p>JHe reported she had completed some Ofsted training and has notes and an evaluation.</p> <p>It was noted that the Monitoring Safer Recruitment policy will be added to the file. JHe</p>	
<p>B6</p>	<p>Chairs Correspondence and actions.</p> <p>Nothing to note</p>	
<p>B7</p>	<p>Policies for review.</p> <ul style="list-style-type: none"> • Learning • Attendance • Recruitment & Selection • Food <p>The above policies were approved. The Food policy has been updated in view of guidelines issued by the government during the pandemic</p> <p>Q: JHe: Do school leaders think that the draft safer recruitment monitoring form for governors would be a useful way for them to carry out this task and could it therefore be proposed to governors for acceptance?</p>	

	A: KJ: Yes	
B8	Finance. No meeting was held prior to this meeting.	
C	LEADERSHIP MATTERS	Action
C1	<p>Headteacher's Report</p> <p><u>Phase 2</u> This is now out for tender and with returns due back to the Local Authority by 31st March. They are hoping to appoint the contractor by mid to end of April, over the Easter Holiday. Works to car park at Cliffe Road to commence over Easter.</p> <p>Work is due to start by July and be completed by September 2022. Phase 2 is not the end of our programme and we need to think about the refurbishment of phase 3 (Rede Court Road). The projection of numbers of students for the next 3 to 4 years is a worry, the building is outdated already and not coping.</p> <p>The 16-19 provision has got to be of the same quality as the Cliffe Road provision. The Rede Court Road site is not designed for 16–19-year-olds. Its facilities need adaptations. Teaching rooms need adapting too.</p> <p>Q: TW: We've got overheating problems with Phase 1 . Have we asked for the designs to be checked so that problems are not replicated within phase 2.</p> <p>A: KJ: All issues raised in phase 1 have been taken into consideration.</p> <p>Q: TW: Will it be the same company?</p> <p>A: KJ: It depends on the tender.</p>	
C2	<p><u>Home Learning</u> Presentation given by Jacqui Rudden</p> <p><u>The Engagement Model</u> Presentation given by Zoe Silvester.</p> <p><u>The Mental Health & Wellbeing Award</u> Presentation given by Sam Bell.</p> <p>Copies to be stored with the minutes</p>	

<p>C3</p>	<p>Staffing position and proposed structure to support leadership transition.</p> <p>It was noted that John Bosley is retiring, and the school is looking to start a process for recruitment for a Deputy Headteacher</p> <p>KJ stated her reasons for an internal appointment for the DHT position. These included the covid context, change and transition/move to the new build and the need to provide consistency for the children.</p> <p>KJ stated the schools' mantra is 'we grow people', and that we should look to succession planning.</p> <p>TW: John is heavily involved with health provision in the school, behavioural management plans and programs. It would be difficult for someone from outside to take this over at this stage.</p> <p>DB-I support the points made and think it's the best route. Cohesion of staff is very special. The starting point is for an internal application process.</p> <p>DL-Our school is unique. Knowledgeable staff and a special skill set is required. People who come in from outside would find things difficult. It's the right way to go via an internal recruitment process.</p> <p>Q: JK: Are we in a position to vote on an internal advert for the DHT position?</p> <p>This was agreed unanimously by governors.</p>	
<p>D</p>	<p>OTHER MATTERS</p>	<p>Action</p>
<p>D1</p>	<p>Any other business</p> <p><u>Polling day.</u> Abbey court will be used for voting on 6th May.</p> <p><u>Webinar details</u> JHe- will send out some webinar details, reviewing yourself, gender equality, and induction for governors CR & KC</p> <p>It was noted that Jan Harle in the office has been amazing in support during the pandemic. Governors expressed thanks to Jan Harle for all of the work that she does.</p> <p>The clerk left the meeting prior to the presentations.</p>	<p>JK to contact JH and express gratitude</p>
<p>D2</p>	<p>Date of next meeting 11th May 2021 at 11:00 o'clock</p>	
	<p>Clerk left at 12:30</p>	