



MEETING OF THE GOVERNING BODY OF ABBEY COURT SCHOOL

MINUTES

Date 13th October 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
Matt Powell (PG)

A. Standard Items

A1. Administration

The Chair welcomed governors to the meeting and attendees were reminded of remote meeting protocols.

A2. 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.

A3. Minutes of the previous meeting (7th July 2020)

The minutes of the previous meeting were accepted and signed as a true and accurate record of the proceedings.

A4. Matters Arising from previous meeting

There were no actions arising from the previous meeting that were not addressed in the agenda.

A5. Virtual meeting Protocols

Governors agreed to adopt the protocols circulated prior to the meeting by the Chair.

B) Governing Body matters and Statutory Responsibilities

B1. Membership and Governance matters.

It was noted that Barry Kemp has been suggested to be an associate governor. It was noted that DB is to follow up on this and update the Chair. It was also noted that MP had an action to complete the KCSIE declaration.

1. Chairs Correspondence and actions.

A) Safeguarding- **Confidential Minute.**

B) negotiating/ Disruption during the pandemic.

2. Policies for review.

Governors unanimously approved the Safeguarding policy. The complaints policy was agreed and Governors also adopted the Staff wellbeing and Governor Codes of Conduct (These are Medway policies.)

It was noted the Healthcare Policy has been deferred.

Q- Are you monitoring staff wellbeing ?

A: KJ: We are constantly monitoring and for the school Mental Health award we are very concerned to develop this area further. If any member of staff have concerns they will be reported through to me.

It was noted that the protocol for remote meetings should be included. Will be added as appendix 4.

ACTION – Protocol for Remote Meetings to be added as appendix 4.

3. Finance

It was noted the finance Committee have met and governors are to note the school is currently on budget in accordance with the budget plan. The school has had some additional pupils and the budget position will be reviewed again at Christmas. The excellent work done by the Finance team was noted by the board.

4. Headteacher's Report

It was noted that the format of the headteacher report will be trialled for a year and the views of governors will be sought.

Regarding the teaching statistics a discussion was had regarding the Quality of Education within the context of the pandemic. It was noted that the standards would not be dropped.

With regard to the teaching statistics for the last year, we would expect NQT's not to be doing so well at the beginning of their employment. The school trains them up over time.

Q: TW: Is there anything can do to support you?

A: KJ: If we take on three or four non-qualified teachers (NQTs) we need to train them. They won't hit grade straightaway but expect to increase over time.

One NQT has left the school as their stats were not good. It takes 2 years for an NQT to become Outstanding. We rarely get any competency issues.

Governors were informed that the school has looked at the interview process and is happy with it.

5. Whole School Performance.

This item was carried forward

6. Report Approval for SDP priorities 2020/21

This item was carried forward

7. Self Evaluation Form.

This item was carried forward

8. Review Staff and Pupil Survey results –

This item was carried forward

9. Chairs Actions and Correspondence

This item was dealt with under Part 2

10 Report on complaints N/A

11. Governor Monitoring Visit Reports

The chair informed governors that if it is safe to attend the school to look at behavioural management she would. This will show that as governors are checking and double checking standards of behaviour.

12. Governor's Action Plan

It was noted that JH undertook a schools safeguarding refresher course in September 2020. Governors were informed there are lots of resources available via Webinars and other online resources. It was noted the action plan is to be carried forward. The next key action is to communicating with parents.

13. Remote Meetings

It was noted meetings the clerk would be attending all meetings virtually until January 2021 at the earliest.

14 Race Equality

To be discussed by the full governing body.

15. Any Other Business

It was noted that an anonymous donation of £200 had been made by a Governor for staff tea/coffee.

SIGNED _____

DATE _____