



## MEETING OF THE GOVERNING BODY OF ABBEY COURT SCHOOL

### MINUTES

**Date**                    06.07.21

**Time**                    11.00 – 12.45

**Location**              Cliffe Road and remote conferencing

**Clerk**                    Jane Heyes (temporary)

**Attendees**

Jean Kerr - JK (Chair)  
 Karen Joy – KJ (Head Teacher)  
 Derek Blease - DB  
 Jane Heyes – JH (Vice Chair)  
 Tim Walker - TW  
 Claire Richards - CR  
 Krystal Clark – KC  
 Barry Kemp – BK  
 Matthew Powell- MP  
 Dave Lane - DL

A	STANDARD ITEMS	Action
<b>A1</b>	<b>Administration</b> The Chair welcomed governors to the meeting and gave a particular welcome to Barry Kemp who is new to the board.	
<b>A2</b>	<b>Virtual Meeting Protocols.</b> No changes recommended.	
<b>A3</b>	<b>Apologies and absences.</b> There were no apologies	

<p><b>A4</b></p>	<p><b>Confirmation of quoracy</b> The meeting was quorate.</p>	
<p><b>A5</b></p>	<p><b>Declarations of Interest:</b> There were no declarations of interest in respect of any items on the agenda. There were no declarations of hospitality or gifts received or given.</p>	
<p><b>A6</b></p>	<p><b>Minutes of the last meeting:</b> <b>A6</b> The item should read as follows. <i>The school will provide funding for an additional 1.5 Health Care Assistants making the total number funded by the school to 3.</i></p>	
<p><b>A7</b></p>	<p><b>Matters arising from the minutes.</b> <b>A7</b> Race Equality Audit to be scheduled for T6 2022.</p> <p><b>B1</b> Only 1 applicant for the post of clerk has been received. They will not be interviewed. The post will be readvertised and governors were asked to stay alert for possible candidates. In the meantime, JH will continue to minute meetings.</p> <p><b>B3</b> Safeguarding training was discussed further. Governors can attend training in school and the board will also accept their workplace training. Those who do not attend either will receive or attend a briefing in Term 6 annually. JK can provide scenarios for discussion as a means of training.</p> <p><b>B3</b> TW and MP conducted a Single Central Record check 06.07.21. One small improvement to help the user was suggested. TW stated that, overall, the record was excellent and comprehensive and that governors can be assured that it is being kept effectively.</p> <p><b>B5</b> JK will conduct onsite behaviour monitoring in September.</p> <p><b>C1</b> JK wrote to the local authority about the additional budget pressures posed because staff in their 3<sup>rd</sup> trimester of pregnancy cannot attend school because of C19. She received a reply stating that there were no additional funds available to schools to cover this cost.</p> <p><b>C1</b> The staff Family Fun Day at the school farm will be held on 26.07.21 at 10:00. Governors were reminded that their help or donations would be much appreciated.</p> <p><b>C1</b> The local authority (LA) has asked to use the school for polling during the summer holidays. KJ has made it clear that this is inconvenient and awaits a reply.</p>	<p><b>Include Race Equality Audit on T6 agenda 2022 - JK</b></p> <p><b>Recruit clerk asap - KJ &amp; JK.</b></p> <p><b>Provide safeguarding briefing if required T6 2022 - KJ, JK, JH</b></p> <p><b>Monitor behaviour T1- JK</b></p> <p><b>Help at or donate to fun day 26.07.21 - all governors</b></p>

	<b>D1</b> The amendment to the policy on the appointment and removal of governors was unanimously approved.	
<b>B</b>	<b>GOVERNING BODY MATTERS &amp; STATUTORY RESPONSIBILITIES</b>	<b>Action</b>
<b>B1</b>	<p><b>Membership.</b></p> <p>The board unanimously approved the appointment of Barry Kemp as a LA governor. BK notified the board that in his role as a council member, he is responsible for the approval of LA governors. KJ will check with LA who, in this instance, needs to approve BK.</p>	<b>Check who needs to approve BK as LA governor T1 - KJ</b>
<b>B2</b>	<p><b>Review of Governor Action Plan, setting of 2021/22 objectives and board self-evaluation.</b></p> <p>JH recommended that the board should undergo an External Review of Governance (ERG). This was discussed and approved unanimously.</p> <p>Governors had received the DfE format for an ERG and used pages 4,7,10 and 13 to evaluate the board. There was discussion about three key areas:</p> <p>(1) The board's role in setting out a vision for the school KJ said that governors had played a significant role in ensuring that the school achieved its vision for new school buildings, for the development of the farm, for the development of the curriculum and in respect of improving health provision/nursing.</p> <p>(2) The use of financial benchmarking information KJ reminded governors that the DfE financial benchmarking information can be accessed from the school website, although it is not very helpful because the schools used in the analysis are still fundamentally different.</p> <p>(3) Clerking Governors agreed that there is a need for a professional clerk. This will be added to the action plan for 2021/22.</p> <p>Action plan objectives set for 2020/21 will be rolled over because the building work is ongoing throughout the coming year.</p>	<p><b>Book an ERG by July 2022 - JH and KJ</b></p> <p><b>Review and update the governor action plan asap - JH.</b></p>
<b>B3</b>	<p><b>Governor Monitoring</b></p> <p>TW and MP monitored the SCR 06.07.21 (see matters arising).</p> <p>JH visited the nursery class 06.07.21. The teacher's understanding of the child's needs and the needs of the wider family were most impressive. The pupil has made great strides in all areas. There was attention to detail, moment-by-moment in the session. Staff met challenges presented by the</p>	<p><b>Submit the monitoring report to KJ asap – JH</b></p> <p><b>Arrange monitoring 2021/22 - TW, KC, JK.</b></p>

	<p>child with great skill and it was a very happy place to be. JH asked why the nursery is not full. KJ explained that the LA often places children in mainstream nursery classes to reduce costs.</p> <ul style="list-style-type: none"> <li>• Future monitoring includes: <ul style="list-style-type: none"> <li>○ TW medical training records and mathematics</li> <li>○ KC wellbeing</li> <li>○ JK behaviour</li> </ul> </li> </ul>	
<b>B4</b>	<p><b>Governor Attendance</b></p> <p>JK reminded governors that we aim to achieve 100% attendance. She noted that, with the continued use of Zoom, we should be able to achieve this.</p>	
<b>B5</b>	<p><b>Safeguarding – Link Governor Report / Covid Update / Single Central Record / GDPR</b></p> <p><b>Safeguarding</b></p> <p>JK had no issues to report. It was agreed the JK will continue as safeguarding governor.</p> <p><b>Covid 19</b></p> <p>The government will issue an update to the Covid 19 guidance for schools today which KJ will action appropriately. There are no live cases in school at present. TW reminded governors that at AC, parents have sight of a very detailed C19 risk assessment which is updated regularly. However, he suggested that pressure on individual organisations might increase when they are responsible for making their own decisions. JK told governors that holding virtual transition sessions for children joining the school, even though they are thorough, has caused parents to worry about their child.</p> <p><b>SCR</b></p> <p>See Matters Arising</p>	
<b>B6</b>	<p><b>GDPR</b></p> <p>A record of data breaches was shared with governors. All were human error where the data was accidentally shared with one other person. After some discussion, governors agreed that there were no concerns.</p>	
<b>B7</b>	<p><b>Governor CPD: induction, training feedback, training record</b></p> <p><b>Induction</b></p> <p>JH suggested that governor induction could be scaled down for those who have previous relevant experience. This was agreed. KC and CR will need to review their induction record so that it can be finalised, signed off and filed. BK will also need to evaluate the training record and complete any relevant parts of it during the coming year.</p>	<p><b>Re-send the induction record to KC, CR and BK asap - JH</b></p> <p><b>Return completed induction record to JH and KJ T2 2021- CK and CR</b></p>

	<p><b>Training</b></p> <p>All training this year has been evaluated as at least good.</p> <p>The training and monitoring record is updated after each meeting.</p> <p>KC, TW and MP have undergone relevant workplace training which they will share with JH.</p> <p>The diversity training discussed at the last meeting will be scheduled for the next academic year. MP will amend his PowerPoint so that it is suitable for governors.</p>	<p><b>Review induction record and liaise with JH T1 2021 - BK</b></p> <p><b>Update training and monitoring record asap - JH</b></p> <p><b>Email details of workplace training to JH asap – KC, TW and MP</b></p> <p><b>Schedule diversity training for 2021/22 - JK and KJ</b></p> <p><b>Adapt diversity training when required - MP</b></p>
<b>B8</b>	<p><b>Chairs Correspondence and Actions</b></p> <p>Governors were asked to review the new Scheme of Delegation and Agenda Checklist. JH suggested that the ‘delegated to’ column on the Scheme of Delegation could be removed as the ‘ticks’ indicate governor agreement about the level of delegation. This was agreed.</p> <p>JK asked if the agenda checklist could be set out in alphabetical order. After discussion, it was agreed that headings would be added e.g. to indicate statutory items.</p> <p>JK asked governors to write thank you cards to staff. Governors agreed and will write 22 each and deliver them to school before the end of term.</p>	<p><b>Remove ‘delegated to’ column on S of D T1 - KJ</b></p> <p><b>Add headings to the Agenda Checklist T1 - KJ</b></p> <p><b>Write cards for staff end T6 2021 - all governors</b></p>
<b>B9</b>	<p><b>Policies for review</b></p> <p>Safeguarding – approved unanimously</p> <p>Admissions – approved unanimously</p> <p>Data Protection - approved unanimously</p>	
<b>C</b>	<b>LEADERSHIP MATTERS</b>	<b>Action</b>
<b>C1</b>	<p><b>Annual Governor Safeguarding Checklist and Audit</b></p> <p>KJ stated that in future, she will bring the safeguarding policy to governors in T1. This is because the LA review their policy in T1.</p> <p>Detailed safeguarding audit documents were shared with governors. Governors were satisfied with their content.</p>	

C2	<p><b>Rights Respecting Schools</b> The report for the Gold Award was shared with governors.</p>	
C3	<p><b>Surveys</b> Governors discussed the surveys, noting that the pupil and parent surveys are very positive. The pupil survey contains some honest feedback from children.</p> <p>KJ stated that she is very pleased with the parent survey because it shows how much they appreciate what the school has done this year. She described it as uplifting. JK said that staff should be encouraged by it. KC asked if the school had issued the survey on paper or on-line. KJ informed governors that both were used and parents chose whichever they preferred. TW noted that the comments about home learning are positive and especially given the stresses this must have brought to families. JK noted that some of the requests from parents are outside of a school's remit e.g. respite care in the school holidays. TW agreed and added that school's are already providing things outside of their remit such as breakfast and after school clubs. DL praised the school for the work it has done to help children and parents during the pandemic.</p> <p>The staff survey is not as positive as it usually is. JK suggested that the stress of the pandemic and the extra workload may have contributed to this. TW said that people were stressed and bereft of their freedom during the pandemic which made them angry and upset and this may have manifested itself in the survey but nevertheless, there are some lessons to be learnt. DL agreed with TL. KJ explained that the school has robust systems of communication but they all require people to take some responsibility themselves and that no communication is perfect. She also identified some of the negative comments that the school could not put right e.g. requests for laptops. JH added that the lack of face-to-face communication might also have been a factor and that she did not have any concerns about the survey overall</p>	
C4	<p><b>School Farm</b> KJ informed governors that Trading Standards will conduct the first farm inspection on 19.07.21.</p>	
D	<b>CONCLUDING MATTERS</b>	<b>Action</b>
D1	<p><b>Any Other Business</b> Some parents have asked if KJ will advertise for a member of staff to childmind during the summer holidays. Governors discussed this and all agreed that there could be safeguarding issues, a conflict of interest and also, it could result in very tired staff. JK asked JH to write a letter to parents to explain why it is not possible to advertise for childcare. JH agreed.</p>	<p><b>Write a letter to parents asap - JH</b></p>

	JK explained to governors that the school usually buys a school sweatshirt for new pupils but that the school would like to stop this initiative and governors agreed unanimously.	
<b>D2</b>	<b>Confidential Items</b> There were three confidential item.	
<b>D3</b>	<b>Date of next meeting</b> <b>Term 1</b> 12.10.21 at Rede Court Road <b>Term 2</b> 30.11.21 at Cliffe Road <b>Term 3</b> 25.01.22 at Rede Court Road <b>Term 4</b> 15.03.22 at Cliffe Road <b>Term 5</b> 10.05.22 at Rede Court Road <b>Term 6</b> 05.07.22 at Cliffe Road	
<b>D4</b>	<b>Meeting closure</b> The meeting closed at 12:45.	