

The Federation of Abbey Schools Academy Trust

Governing Body Minutes

Date & Time: 5.30 pm on Monday 4th December 2017

Present Governors: Mrs D Leigh (Chair), Mr D Bailey, Mr P Bibby, Mr J Briggs, Dr L Bryant, Mrs V Folkes, Mr M Fryer, Mrs R Hall, Mr N Little, Mrs E de la Motte, Mrs H Parkinson, Mrs C Stow Smith and Mr P Willson.

Also in Attendance: Mrs L Hawksby (Clerk to the Governing Body.)

<u>ITEM</u>	<u>DESCRIPTION OF DISCUSSION</u>	<u>ACTION BY</u>
1.	<p>Apologies for Absence</p> <p>Apologies of absence were received and accepted from:-</p> <ul style="list-style-type: none"> • Mrs R Kershaw • Mrs C Marley • Mrs J Scott 	
2.	<p>Notification of Items of Other Business</p> <p>There were four Items of Other Business which with the permission of the Chair prior to the meeting had been agreed to be considered: - (Minute 15 below refers.)</p> <ul style="list-style-type: none"> • Lone Worker and Social Networking Policies • Succession Planning • Governors' and Ofsted • Tender for Whiteboards/interactive Screens 	

<p>3.</p>	<p>Declarations of Interests:</p> <p>Declaration of personal or pecuniary interests in any matters arising from the Agenda of the current meeting.</p> <p>There were no declarations of personal or pecuniary interests declared.</p> <p>Declaration of any updates for the Register of Business Interests.</p> <p>There were no updates for the Register of Business Interests</p>	<p><i>Clerk</i></p>
<p>4.</p>	<p>Approval of Minutes</p> <p>a) Approval of Minutes – Monday 11th September and Thursday 9th November 2017.</p> <p>RESOLVED:</p> <p>That the Minutes of the meetings of the Committees held on Monday 11th September 2017 and Thursday 9th November 2017 be confirmed and signed as an accurate record by the Chair, subject to Mrs E de la Motte apologies being added for the 9th November 2017 meeting.</p> <p>b) Matters Arising –</p> <p>There were no matters arising.</p>	
<p>5.</p>	<p>Reports of Committees:-</p> <p>Leadership & Management Committee – Wednesday 18th October 2017</p> <p>The Chair of the Leadership & Management Committee (Mr M Fryer), reported on the issues considered and recommendations made by the Committee on Wednesday 18th October 2017.</p> <p>RESOLVED:</p> <p>That the issues considered and recommendations made by the Leadership & Management Committee held on the 18th October 2017 be noted.</p>	

6.	<p>Finance Committee:</p> <p>Pay Review Sub-Committee Minutes – Monday 9th October 2017 and Finance Committee Minutes – Thursday 9th November 2017</p> <p>The Chair of the Finance Committee (Dr L Bryant) reported on the issues and considerations made by the Pay Review Sub-Committee held on Monday 9th October 2017 and the Finance Committee on the 9th November 2017.</p> <p>RESOLVED:</p> <p>That the issues considered and recommendations made by the Pay Review Sub-Committee on the 9th October 2017 and the Finance Committee on the 9th November 2017 be noted.</p> <p>Teaching & Learning Committee – 21st November 2017.</p> <p>The Chair of the Teaching & Learning Committee (Mrs E de la Motte) reported on the issues considered and recommendations made by the Teaching and Learning Committee held on the 21st November 2017.</p> <p>Further to Minute 9, it was noted that the Head Teacher had now RAG rated the SIP action plans (School Improvement Plan). These updated action plans would be put onto the Governor’s Learning Platform and discussed at the next meeting of the Board in the Spring Term.</p> <p>Further to Minute 12 it was noted that the report regarding Partnership/Community would be put on the Governor’s Learning Platform for all Governors information.</p> <p>RESOLVED:</p> <p>That the issues considered and recommendations made by the Teaching and Learning Committee held on the 21st November 2017 be noted.</p> <p>Chair’s Report</p> <p>The Chair verbally advised that proposed small amendments to the School’s Admission Arrangements for September 2019 would be considered later in the Agenda (Minute 9 below refers).</p> <p>RESOLVED:</p> <p>That the Chair’s report be noted.</p>	<p><i>Head Teacher/ Clerk</i></p> <p><i>Clerk</i></p>
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<p>7.</p> <p>CQ</p>	<p>Head Teachers' Report</p> <p>The Head Teacher took the Board through his report which included information regarding:</p> <ul style="list-style-type: none"> • Statutory Reporting to the Board • Attendance Information • Admissions Information • Pupil Premium • Special Educational Needs and Disabilities • Self-Evaluation Form (SEF) Judgements • School Improvement Plan – Current Priorities 2017/18 • Achievement and Standards (Infants and Juniors) • Staffing • Leadership & Management • Collaborative Work <p>It was noted that SEF Judgements in Infants were solidly 'Good' with some 'Outstanding'. In the Juniors some were good with noted progress being made in writing and in pupil premium children's progress.</p> <p>The Head Teacher advised that Pupil Premium information and funding allocation had been updated on the School web-site.</p> <p>The Board advised they liked the new format of the Head Teacher's report and requested whether it would be possible in future to also include reference to what had gone well and plans for next term? The Head Teacher advised he would include this information, with dates of what would be happening in the next term.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	
<p>8.</p> <p>CQ</p>	<p>Current Pupil Numbers on Roll</p> <p>Further to Minute 8 (11th September 2017 Governing Body) the current numbers on roll for each year group in the School were considered by the Board. It was noted by the Board that the numbers were fairly static with a slight rise in Reception.</p> <p>The Head Teacher advised that Reception open days and evenings had been successful. Any parent/carer unable to attend was able to be individually shown round at a time convenient to themselves.</p> <p>The Board enquired whether it would be possible to acquire any current 'headline' information from Admissions with regard to the uptake for the School in 2018/19 and overall numbers of potential applicants across the Town.</p>	

CQ	<p>The Head Teacher advised that letters had gone out to current parents/carers offering the new After School Club. It was noted the After School Club would also help in attracting prospective parents to the School. The Board enquired whether the response to the After School Club had been positive from current parents/cares? The Head Teacher advised that it had with a good uptake. (Note: Further discussion with regard to wrap around care was considered at Minute 11 below.)</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> a) That the report be noted. b) That consideration be given to a glossy flyer being produced advertising the school, with the possibility of a letter from a pupil being produced advising of the merits of the School. 	<i>Head Teacher</i>
9.	<p>Admission Arrangements (September 2019) – Leadership & Management to guide and report to Full Governing Body.</p> <p>With the permission of the Chair this item had been moved further up the Agenda as the previous discussion by the Board of attracting and not deterring future pupils to the school related to Admission Arrangements.</p> <p>Further to Minute 14 (Leadership & Management Committee 19th October 2016) it was noted that the Admissions Arrangements had been referred to the Admissions Team at Darlington Borough Council to check that the summer born children wording in the current admission arrangements be looked at to ensure it reflected current legislation and the school's position. Admissions confirmed that it was correct however the Board may want to consider stating somewhere within the admission arrangements that applications should be made through the Local Authority and for parents/carers to seek advice when to apply also via the Local Authority to ensure they apply at the correct point in time.</p> <p>The Board also gave consideration to the removal of Blackwell as an associated area in the policy as it appeared to provide a preference to this area. The Board agreed to the removal of reference to Blackwell as an associated area for over subscription from the Admission arrangements from 2019 but it was noted that applications from Blackwell would still be very welcomed by the School.</p> <p>RESOLVED:</p> <p>That the admission arrangements for 2019 be approved subject to the following amendments:</p> <ul style="list-style-type: none"> a) That reference should be made in the 2019 admission arrangements that any applications for alternative or deferred entry for summer born children should be made 	<i>Head</i>

	<p>to the Local Authority Admissions and parents/cares should seek advice from the Local Authority when to apply.</p> <p>b) That reference to Blackwell as an associated area when applying the oversubscription criteria should be removed in the 2019 Admission Arrangements.</p> <p>10. Wrap Around Care</p> <p>Further to Minute 8 above, the Head Teacher advised that 30 places had been made available every day for the After School Club from 3.30 pm to 5.45 pm, with a hope to increase this number after Easter when more staff would be available for staffing this provision. It was noted that these sessions are predominantly play led, with additional activities such as crafts, film club, art and sports across different days of the week. Children can also complete their homework in a quiet area.</p> <p>CQ The Board enquired how the After School Club would impact on the Local Childminders? The Head Teacher advised that there had been an identified need through the schools questionnaires of different forms of childcare and after school provision had been identified as part of this requirement.</p> <p>CQ The Board enquired whether the Finance Sub-committee would receive information regarding the After School Clubs' income/expenditure? The Head Teacher advised that this information would be added to the usual budgetary reports to Governors at the Finance Committee.</p> <p>RESOLVED:</p> <p>a) That the report be noted.</p> <p>b) That the Finance Sub-Committee receive a standing item report on the income/expenditure of the After School Club.</p> <p>11. Governor SIP Priority Links to Report Back</p> <p>Governors reported back on their SIP (School Improvement Plan) links. It was noted that Governors had completed a number of priority link visits during the Autumn Term, both through the Governors' Learning Walks and individual visits to see the Head Teacher. Visit forms advising of Governor's observations and findings were attached to the Agenda for the Boards' considerations.</p> <p>A pupil focus group had also been held, allowing children to speak freely about their experiences of the school. The findings from this group would now be written up and shared with the Board.</p>	<p><i>Teacher</i></p> <p><i>Head Teacher</i></p> <p><i>Governors (D.B and P.B)</i></p>
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	<p>Outcomes would be looked at further in the Spring Term with a report back from the priority link Governors due again at the last Board meeting scheduled for Monday 26th March 2018.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> a) That the report be noted. b) That the updated SIP priority links which have been RAG rated (including in built curriculum links) be brought to the next meeting of the Board on the 29th January 2018 and also placed on the Governors' Learning Platform. c) That the SIP priority Governor links be reported back to the Board at the end of the Spring Term at the meeting scheduled for Monday 26th March 2018. d) That the Chair of each Sub-Committee, when reporting back on the meetings for that term, include reference to any SIP priorities and any other important points of interest for the full Board. <p><i>(Note: Governor L. Bryant left the meeting at 6.30 pm)</i></p>	<p><i>Head Teacher/ Clerk</i></p> <p><i>Governors</i></p> <p><i>Governors</i></p>
12.	<p>Spring Term Meeting Dates</p> <p>Consideration was given by the Board to the Spring Term meeting dates.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> a) That the Spring Term meeting Dates be approved subject to the Teaching & Learning Committee dates being moved forward by one day from a Tuesday to a Wednesday. b) That the clerk circulate the revised dates and place on the Governor Learning Platform. 	<p><i>Clerk</i></p> <p><i>Clerk</i></p>
13.	<p>Health & Safety Accident Statistics</p> <p>Further to Minute 10 (Full Governing Body 5th July 2016) the Head Teacher reported on the Health & Safety accident statistics report. It was noted that the report was missing data after June 2017 and the Clerk would circulate the updated report.</p> <p>RESOLVED:</p> <p>That the Health & Safety accident statistics be noted and the Clerk circulate the updated report to the Board.</p>	<p><i>Clerk</i></p>

14.	<p>Annual Review of Decision Planner by Governing Body</p> <p>Further to Minute 10 (Leadership and Management Committee 18th October 2017) the Governing Body were advised that the Leadership and Management Committee had reviewed the Decision Planner to ascertain whether any updates or amendments were required and it had been agreed that none were necessary at the present time. The Governing Body concurred that no changes were necessary.</p> <p>RESOLVED:</p> <p>That the current Decision Planner be approved by the Governing Body and reviewed again at the beginning of the next Academic Year.</p> <p>.</p>	<i>Clerk</i>
15.	<p>Items of other Business:</p> <p>Lone workers</p> <p>Consideration was given to a new policy regarding Lone Workers in the School.</p> <p>RESOLVED:</p> <p>That the policy be approved.</p> <p>Social networking</p> <p>Consideration was given to a new policy regarding Social Networking in the School.</p> <p>RESOLVED:</p> <p>That the policy be approved.</p> <p>Succession Planning</p> <p>Consideration was given to succession planning in relation to the future Chair of Governors. The current Chair had previously advised that it was her intention to remain as Chair for the current 2017/18 Academic Year and had duly been elected Minute 1 (11th September 2017 Governing Body) refers. She would then wish to step down from this position in the 2018/19 Academic Year. In order to succession plan it was therefore agreed that interest should be sought for any Board Director (excluding Staff Directors) who may wish to stand as Chair in the 2018/19 Academic Year.</p>	<p><i>Head Teacher</i></p> <p><i>Head Teacher</i></p>

	<p>RESOLVED:</p> <p>That the Clerk contact Directors seeking any expressions of interest they may have in becoming the new Chair in 2018/19 Academic Year.</p> <p>Governors and Ofsted</p> <p>The Head Teacher verbally reported that it was important that all Governors should feel confident when speaking to an Ofsted Inspector and that they could contact the Senior Leadership at any time to seek further advice.</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <p>Tender for Whiteboards/Interactive Screens</p> <p>Further to Minute 18 (Finance Committee 9th November 2017) a draft tender for whiteboards was circulated at the meeting.</p> <p>RESOLVED:</p> <p>That the draft tender as circulated at the meeting be approved and the tendering process commence.</p>	<p><i>Clerk</i></p>
16.	<p>Agenda Items for future Meetings of the Governing Body</p> <ul style="list-style-type: none"> • Current Pupils on Roll • SIP Rag Rated Priorities 	<p><i>Head Teacher/ Business Team</i></p>
17.	<p>Approval of Documents for Public Inspection</p> <p>RESOLVED:</p> <p>That the Agenda, supporting documents and approved Minutes be made available for public inspection with the exception of:-</p> <p>Papers in relation to 'Tender for Whiteboards/Interactive Screens' (Minute 15 above refers) in accordance with Article 125 (c) due to the commercially sensitive information contained within the tender.</p>	<p><i>Clerk</i></p>
18.	<p>Date & Time of Next Meeting</p> <p>RESOLVED:</p> <p>That the next meeting of the Committee be held on Monday 29th January 2018.</p>	

The Meeting concluded at 7.00 pm

Approved by the Governing Body

Date: _____

Signature (Chair): _____

Name: _____