

The Federation of Abbey Schools Academy Trust

Leadership & Management Committee

Minutes

Date & Time: 5.30 pm on Wednesday 7th February 2018

Present Governors: Mr D Bailey, Mr J Briggs, Mrs E de la Motte, Mr M J Fryer (Chair), and Mrs R Hall.

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 D Leigh • Mrs R Kershaw 	
2.	<p>Notification of Items of Other Business</p> <p>The Clerk advised that there were two items of other Business – ‘General Data Protection Regulation’ and ‘Budget’. It was agreed by the Committee that these would be dealt with later in the Agenda (Minute 10 below refers).</p>	
3.	<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>4.</p>	<p>Approval of Minutes</p> <p>a) Approval of Minutes – Wednesday 18th October 2017.</p> <p>RESOLVED:</p> <p>That the Minutes of the meeting of the Committee held on Wednesday 18th October 2017 be confirmed and signed as an accurate record by the Chair.</p> <p>b) Matters Arising –</p> <p>It was noted in relation to Minute 12 d.) that this would be considered further at Minute 7 below.</p>	
<p>STANDING ITEMS OF THE COMMITTEE: SPRING TERM (Items 5 – 7)</p>		
<p>5.</p> <p>CQ</p>	<p>School Improvement Plan – Monitoring Self Review Mechanisms</p> <p>The Head Teacher advised that Chris Keeler HMI had visited the school on the previous day, the 6th February 2018, to help advise on taking forward the action plan and making outcomes tighter following the ‘Good’ rated Ofsted inspection of the Junior school held on the 9th January 2018. A first draft of the updated School Improvement Plan was circulated at the meeting, which included some additions to SEN writing and to Middle Leaders measurable outcomes. The Committee questioned, in reference to the second bullet point in relation middle leaders, what the skills requirement was and suggested a link to more success criteria be included in this section. The Head Teacher advised that he would work with Governor D.Bailey and Senior Leadership to tighten up this area of the School Improvement Plan and then circulate again to Governors.</p> <p>RESOLVED:</p> <p>That the report be noted and the updated School Improvement Plan be circulated to Governors.</p>	<p><i>Head Teacher</i></p>
<p>6.</p>	<p>Training</p> <p>A copy of Darlington Borough Council’s School Governance list of training undertaken by Governors was attached to the Agenda and noted. Also appended to the Agenda was a list of Governors who attended Safeguarding Level 1 on the 13th September 2017 and 31st October 2017, Prevent training on the 9th November 2017 and E-safety training on the 10th January 2018.</p>	

<p>CQ</p>	<p>Following on from a course provided by Darlington Borough Council regarding ‘understanding your school’s data’ Governor R.Hall suggested that newly appointed Governors should have a mentor training session with more experienced Governors to aid in their understanding of Abbey’s school data. The Head Teacher suggested this would best be held at the end of the year when the new data is available and Governor D.Bailey offered to facilitate this training.</p> <p>RESOLVED:</p> <p>a) That the report be noted.</p> <p>b) That a school data training session be held at the end of 2017 for new Governors, facilitated by Governor D.Bailey.</p>	<p>New Governors/Head Teacher and Governor D.Bailey</p>									
<p>7.</p>	<p>Safeguarding</p> <p>The Head Teacher requested that safeguarding should be added as a standing item for each term for the Leadership & Management Committee. This item would then be reported back by the Chair to the subsequent meeting of the Board.</p> <p>The Head Teacher updated the Committee that the new electronically controlled gate to the Junior playground/reception was now in place. He also advised that the safeguarding and child services manager at Darlington Borough Council, had been assisting the Senior Leadership Team with a couple of Safeguarding issues.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>										
<p>8.</p>	<p>Risk Register</p> <p>Further to Minute 4b.) above, Governor Mrs E de la Motte advised that she had reviewed the current scoring in relation to the ‘Likelihood of Occurrence’ and ‘Magnitude of Impact.’ The Committee agreed that the ‘Magnitude of Impact’ scoring should remain the same however the following proposed changes should be made to the ‘Likelihood of Occurrence’:-</p> <p>RISK MANAGEMENT – SCORING</p> <p>LIKELIHOOD OF OCCURRENCE</p> <table border="1"> <thead> <tr> <th>SCORE</th> <th><i>current timescales</i></th> <th><i>proposed change</i></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>In more than 10 years 5 Years</td> <td>In more than</td> </tr> <tr> <td>2</td> <td>Within 5 – 10 years</td> <td>3 - 5 Years</td> </tr> </tbody> </table>	SCORE	<i>current timescales</i>	<i>proposed change</i>	1	In more than 10 years 5 Years	In more than	2	Within 5 – 10 years	3 - 5 Years	
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1	In more than 10 years 5 Years	In more than									
2	Within 5 – 10 years	3 - 5 Years									

	3	Within 2 – 5 years	1 - 3 Years
	4	Within next 3 – 12 months	remain the same
	5	Within next 3 months	remain the same

Consideration was also given by the Committee, and some amendments requested by Governors, to the following delegated risks:

Human Resources
Policy
Equality and Diversity

RESOLVED:

a) That the proposed changes to the ‘Likelihood of Occurrence’ scoring timescales be approved, subject to a check being made with Clive Owen & Co that these were appropriate. *Clerk*

b) Human Resources – Failure to operate HR procedures
That a ‘clear schedule of staff training’ be added to the management control section, with the evidence being the staff training record. *Head Teacher/
Clerk*

c) Policy – Failure to regularly review and update policies
That ‘ensure adequate liability insurance’ be added to the management control section and that the whole Risk Register be reviewed to ascertain where liability insurance should be added and thereby reduce potential financial risk. *Head Teacher/
Clerk*

d) Equality and Diversity- Promotion of equality and diversity is insufficiently embedded within the operations of the school
That ‘current legislation be adhered to’ be added to the management control section with the current legislation listed. *Head Teacher/
Clerk*

9. Policies/procedures for review:

Premises Management Documents (Governor to report back.)

Further to Minute 14 (Leadership & Management Committee 18th October 2017) Governor Mrs R Kershaw had met with Mrs J Scott of the business Team on Thursday 1st February 2018. She advised that she had found the school’s procedure’s to be

<p>CQ</p> <p>CQ</p>	<p>in line with DfE guidance. Staff were well informed and had satisfactory processes in place to ensure good premises management.</p> <p>The Committee enquired about the necessity for LED's to replace existing lighting for greater efficiency, as they are prone to flicker and therefore requested that their suitability for a classroom environment be investigated further.</p> <p>RESOLVED:</p> <p>That Governor R Kershaw's findings as set out at Appendix A of these minutes be noted.</p> <p>Governor report back – Minutes from Governing Body and Committees</p> <p>Further to Minute 14 (Leadership & Management Committee 18th October 2017) the Clerk advised that a review had been undertaken by Governor Mrs D.Leigh which would be circulated to Governors.</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <p>Attendance & Collection of Children Policies</p> <p>Consideration was given by the Committee to the Attendance and Collection of Children Policies.</p> <p>RESOLVED:</p> <p>That the Attendance and Collection of Children Policies be approved, subject to the inclusion of reference to the new 'Parent Mail' system for reporting pupil absence.</p> <p>Food Policy</p> <p>Consideration was given to the Food Policy by the Committee. The Committee enquired whether it was possible to ensure that all pack lunches consumed in school were healthy and nutritious? It was agreed to change the wording to 'promote' rather than 'ensure.'</p> <p>RESOLVED:</p> <p>That the Food Policy be approved subject to the word 'ensure' being replaced by 'promote' all pack lunches in school were healthy and nutritious.</p>	<p><i>Head Teacher/ Business Team</i></p> <p><i>Governor Mrs D.Leigh</i></p> <p><i>Head Teacher</i></p>
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<p>10.</p>	<p>Health & Safety Policy</p> <p>Consideration was given to the Health & Safety Policy by the Committee. The Committee enquired whether consideration had been given to those members of staff working from home or work related situations outside of school? It was agreed by the Head Teacher that information would be inserted into the policy relating to staff working at their own risk outside of school (wording and advice would be obtained from Human Resources.)</p> <p>Missing information from the page 8 flow chart in relation to the School Safety Co-ordinator and School Governors would be inserted. The following sentence will be added to page 4 at point 4.23 – ‘see emergency procedure document’. Also on page 4 at 4.24 bullet points would be added to the paragraphs.</p> <p>RESOLVED:</p> <p>That the Health & Safety Policy be approved, subject to the above amendments.</p>	<p><i>Head Teacher</i></p> <p><i>Head Teacher</i></p>
	<p>Keeping Children Safe in Education – Safeguarding Information</p> <p>The Head Teacher advised that this was an important document which was for the Committee’s information and to note.</p> <p>RESOLVED:</p> <p>That the Keeping Children Safe in Education - Safeguarding Information be noted.</p>	
	<p>Notification of Items of Other Business:</p> <p>General Data Protection Regulation</p> <p>The Head Teacher advised the Committee on the General Data Protection Regulation (GDPR) which are new regulations which will come into force for all companies from the 25th May 2018 and are intended to strengthen and unify data protection for individuals. There are substantial fines if an organisation fails to comply. He advised that the school had for some time been working on the implementation of these regulations and extra school policies would be created which would be brought back to Governors for approval. A Data Protection Officer would also be required.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	<p><i>Head Teacher</i></p>

	<p>Budget</p> <p>The Head Teacher verbally advised the Committee that the budget for the 2018/19 Academic Year would be tight due to increased costs associated with superannuation and the fall in pupil numbers from the current Academic Year. Ideas were being considered by the Head Teacher/SLT and Business Team on means of making savings and also of generating more income, which would be brought back to Governors.</p> <p>RESOLVED:</p> <p>a) That the report be noted.</p> <p>b) That Governor D Bailey provide further information to the Head Teacher with regard to small project funds.</p> <p>11. Agenda Items for the Next Meeting:-</p> <p>Plus the following Standing Items:-</p> <ul style="list-style-type: none"> • Safeguarding • Risk Register – delegated risks • Aims • School Improvement Plan –monitoring self-review mechanisms • Training Feedback <p>Policies for Review</p> <ul style="list-style-type: none"> • Administration of Medicine Policy • Admission Arrangements(for September 2020) • School Information Published on Web-site <p>12. 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.</p> <p>13. Date & Time of Next Meeting</p> <p>RESOLVED:</p> <p>That the next meeting of the Committee be confirmed following approval of the Summer Term meeting dates at the next Board meeting.</p>	<p><i>Governor D.Bailey</i></p> <p><i>Clerk</i></p> <p><i>Clerk</i></p> <p><i>Clerk</i></p>
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The Meeting concluded at 6.50 pm

Approved by the Leadership & Management Committee

Date: _____

Signature (Chair): _____

Name: _____

Note: the **CQ** abbreviation stands for – Challenging Question by the Board.

Appendix A

Premises Management Documents – Governor Report

I met with Mrs Scott on Thursday 1st February 2018. Mrs Scott explained she had started in her post in November 2017 but despite a relatively short time in her post I found she was very well informed and provided a good level of detail regarding the schools' procedures for maintaining the premises management documents. Our discussion focussed on the key EFA guidance document and during our visit I referred to:

Essential school maintenance - A guide for schools (January 2016)

Mrs Scott explained where the premises management files were stored. There are separate files for the Infant and Junior school and files for combined information that relates to the whole Academy, kept in the Infant School as this is the registered address for the Trust.

Mrs Scott showed me her facilities management checklist, which was based on a document prepared by a previous member of staff, but which Mrs Scott is updating and amending to ensure it is up to date and accurate. We discussed many items of the facilities management arrangements including:

- Asbestos management – the previous inspection report has been reviewed with the H&S officer from the Council. New areas of work are checked against the register and appropriate staff are aware of the location of the report and the need to check the register.
- Kitchen equipment – there has been an urgent need to replace equipment in this area for safety reasons and to ensure safety checks have been updated.
- External outdoor equipment – maintenance checks are undertaken regularly as well as having an annual check.
- Legionella – monthly checks and reporting arrangements are in place. Mrs Scott is working closely with the Council to address low water temperatures in some areas and identify repairs that need to be made. The 2 yearly inspection will take place in 2018.

Mrs Scott explained about a number of tenders that have needed to be undertaken over the last few months including for purchasing fire safety equipment and IT equipment. Mrs Scott is keen to review the tendering processes used in school as she settles into her role. She reassured me that procurement is completed in line with the requirements of the Academies Financial Handbook.

A fire safety inspection will be taking place after half term and provisional fire drills have taken place in both schools.

A review is being undertaken regarding the gas, electric and water used by the school to see if savings can be achieved. Options for consideration include replacing lighting with LEDs for

greater efficiency. Options to look for funding streams that could support this area of work are being considered.

Mrs Scott explained her aim is to produce a 5-10 year plan for premises management which would identify priorities, funding opportunities and funding requirements. This plan would then be reviewed regularly with SLT and Governors to ensure funding was targeted at the highest priorities and to give reassurance that all necessary compliance was in place. Currently the Business Team meet fortnightly with SLT to review priorities for new initiatives and balance these against requirements for on-going maintenance and refurbishment.

In recent months, Mrs Scott has been focussing on accident reporting within school. After seeking advice from the H&S officer at the Council it was felt that the school had been over zealous with reporting incidents. Mrs Scott is working with Teachers to undertake risk assessments and training is to be provided to all staff. An issue of safety surrounding the lack of door guards in school has recently been identified and this is being addressed as a priority.

Mrs Scott explained that all staff in the Academy understand their responsibility for health and safety and maintenance of the site/premises. Staff will report any concerns and caretakers review the maintenance of all areas of the site during their daily work. The Governor with responsibility for H&S undertakes walks of the grounds which include review the maintenance of the main site areas.

In conclusion, I found the school's procedures to be in line with DfE guidance. Staff are well informed and have satisfactory processes in place to ensure good premises management.

Rachel Kershaw
1st February 2018