

The Federation of Abbey Schools Academy Trust

Governing Body Minutes

Date & Time: 5.00pm on Monday 11th September 2017

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

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

| <u>ITEM</u> | <u>DESCRIPTION OF DISCUSSION</u> | <u>ACTION BY</u> |
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| 1. | <p>Election of Chair for the ensuing Academic Year</p> <p>The Clerk to the Governing Body opened the meeting in the absence of a Chair. Nominations were sought and received for the position of Chair for the ensuing Academic Year.</p> <p>RESOLVED:</p> <p>That Mrs D Leigh be appointed Chair for the ensuing Academic Year.</p> <p><i>(Note: Mrs D Leigh in the Chair for the remainder of the meeting.)</i></p> | |
| 2. | <p>Election of Vice-Chair for the ensuing Academic Year</p> <p>Nominations were sought and received for the position of Vice-Chair for the ensuing Academic Year.</p> <p>RESOLVED:</p> <p>That Mrs E de la Motte be appointed as Vice-Chair for the ensuing Academic Year.</p> | |
| 3. | <p>Welcome</p> <p>The Chair welcomed Mr J Briggs to the meeting as a new Director of the Board and Head Teacher of the school.</p> | |

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| 4. | <p>Apologies for Absence</p> <p>Apologies of absence were received and accepted from:-</p> <ul style="list-style-type: none"> • Mr N Little | |
| 5. | <p>Notification of Items of Other Business</p> <p>There were no items of other business.</p> | |
| 6. | <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> | |
| 7. | <p>Approval of Minutes</p> <p>a) Approval of Minutes – Monday 10th July 2017.</p> <p>RESOLVED:</p> <p>That the Minutes of the meeting of the Board held on Monday 10th July 2017 be confirmed and signed as an accurate record by the Chair.</p> <p>b) Matters Arising –</p> <p>In relation to Minute 6 (Finance Committee 29th June 2017) the Board enquired as to the progress of the improvement to the front door entrances on both the Infant and Junior sites. It was noted that a tender had been approved on the 18th July 2017 by members of the Finance Committee. The internal secured doors were now in place with the 'intelligent' fob badges for staff to be implemented shortly.</p> <p>With reference to Minute 6 (Teaching & Learning Committee 20th June 2017) the Head Teacher advised that the lease of a mini bus had been reviewed and a large chunk of the funding would have been used from the P.E budget. It was also identified that there would be an additional cost of supply cover when Teachers were to be trained in driving the mini bus. It was therefore</p> | |

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| <p>9.</p> <p>CQ</p> <p>CQ</p> | <p>Overview of school assessments (including SATS results)</p> <p>The Head Teacher presented a data report for Autumn 2017, which was attached to the Agenda. The report set out attainment and progress data.</p> <p>It was noted that attainment data was generally strong across the school. There had been a good level of development in the Early Years Foundation Stage at 85.6%. There had been a 10% drop in the 'expected' attainment in Maths in Year 2. In year 6 reading was above the national average and maths was just above the national. Boys writing in Year 6 was, however, significantly below national. Year 6 headline data also indicated that disadvantaged pupils' data was below national but an improvement on last year.</p> <p>The Board asked why boys writing was not as strong in the school? The Head Teacher advised that there needed to be a greater engagement of boys in writing. The school would personalise the curriculum for identified groups and use the Literacy Shed to greater engage boys. Team points and greater rewards would be linked to all children working hard. Teaching of spelling would also be improved through a more focused approach using 'no nonsense spelling.'</p> <p>The Board also questioned what was being done to improve both the attainment and progress of Pupil Premium children? The Head Teacher advised that there would be greater focus of the outcomes on closing specific gaps in subjects or year groups. For example in Mathematics in the current Year 5. Specific targets had also been identified to reduce the gaps, for example reduce the gap in writing in year 4 to below 1 point by 2018. In the School's action plan the actions for the pupil premium pupils would be separated from those with SEND (Special Educational Needs and Disabilities) or EAL (English as an Additional Language) and clear outcomes for each group identified and measured. Governors will be given appropriate data about the impact of pupil premium spending and the attainment of the different groups to ensure robust challenge is provided.</p> <p>RESOLVED:</p> <p>That the report be noted.</p> | |
| <p>10.</p> | <p>School Improvement Plan (SIP)</p> <p>A summary of the School Improvement Plan (SIP) for the 2016/17 Academic Year was appended to the Agenda. A new School Improvement Plan for 2017/18 was also attached for the Board's considerations. The new SIP set out 5 key priority areas as identified by the school's data overview. Areas of weakness had been specifically targeted in these priorities. A copy of the SIP is also published on the school web-site.</p> | |

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| | <p>The Head Teacher advised that a series of layered targets were contained within these priorities which would have measurable targets and impact. A focus on progress, and not just attainment would be made.</p> <p>The Head Teacher advised that Teachers would not receive a pay rise unless a measurable impact had been obtained. The Board questioned whether the introduction of performance related pay for Teachers would be effective as national evidence in education had indicated this could often be a detrimental with regard to staff morale. The Head Teacher advised that historically there had not been enough focus on progress and that Teacher's would be more accountable. The targets that are set were achievable and allowed for Teacher's to demonstrate that progress had been made and systems were in place even if the target were not quite achieved. CPD (Continued professional development) was in place for staff.</p> <p>The Board also questioned what mechanisms were in place to ensure progress was measured accurately and for example not suppressed lower in the school years so that progress would consequently appear better at the end of KS2? The Head Teacher advised that there was and would be moderation in EYFS (Early Years Foundation Stage) and throughout the school to ensure the same level of assessments were undertaken. Target Tracker would continue to be used to monitor progress. Puma (progress in understanding mathematics assessments) and Pira (progress in reading assessments), which are standardised termly tests, had also been purchased to further support teacher assessments.</p> <p>The monitoring of the school priorities by Governors as identified in the SIP was vital. Governors were therefore linked to each of the 5 priorities and would report back at future Governing Body meetings. The first reports back were requested for the meeting scheduled for the 4th December 2017 and Governor Learning Walks would also be organised to help facilitate understanding of current developments in the school.</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> That the 2016/17 SIP outcomes and the new 2017/18 SIP be noted. That the Head Teacher's report to the, at the meeting scheduled for the 4th December 201, include progress data. That the following Governors be linked to the 5 priority areas as identified in the SIP and monitor/ report back to the Board :- <u>Priority 1 - Leadership</u> - David Bailey, Peter Bibby and Debbie Leigh | <p><i>Head Teacher</i></p> <p><i>Governors/ Clerk</i></p> |
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| | <p><u>Priority 2 - Teaching & Learning Assessment</u> - Emma de la Motte, Laurence Bryant and Peter Willson</p> <p><u>Priority 3 - Outcomes</u> - Emma de la Motte, Mike Fryer and Rita Hall</p> <p><u>Priority 4 - Behaviour and Welfare</u> - Rachel Kershaw, Helen Parkinson and Jodie Scott</p> <p><u>Priority 5 - EYFS</u> - Clare Marley and Helen Parkinson</p> <p>d) That Governor Learning Walks be arranged for the Autumn Term and Governors be encouraged to talk to the pupils directly.</p> | <p><i>Head Teacher/ Governors/ Clerk</i></p> |
| <p>11.</p> | <p>Draft Schedule of Meetings – To consider and confirm dates for the 2017/18 Academic Year</p> <p>Consideration was given by the Board to the draft schedule of meetings for the 2017/18 Academic Year.</p> <p>RESOLVED:</p> <p>a) That the draft schedule of dates for the Autumn Term be approved with the Spring Term dates to be brought back to the meeting of the Board scheduled for the 4th December 2017.</p> <p>b) That the start time of the meetings be changed from 5.00 pm to 5.30 pm.</p> | <p><i>Clerk</i></p> <p><i>Clerk</i></p> |
| <p>12.</p> | <p>Governor Business Interest Pro formas</p> <p>The Clerk confirmed receipt of the majority of Business Interest pro-formas from all Directors for the 2017/18 Academic Year and advised that these would be published on the School web-site. Any remaining pro-formas would be returned to the Clerk as soon as possible. It was noted any updates that might occur through the year must be provided to the Clerk as soon as possible.</p> <p>RESOLVED:</p> <p>That the 2017/18 be updated and published on the School web-site.</p> | <p><i>Clerk</i></p> |
| <p>13.</p> | <p>Structure of the Governing Body 2017/18</p> <p>The current structure of the Governing Body for the 2017/18 Academic year was noted by the Board.</p> | |

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| | <p>RESOLVED:</p> <p>That the report be noted.</p> <p>14. Annual Review of Committee Memberships 2017/18</p> <p>Consideration was given to the annual review of the Committee Memberships. A copy of the current Committee Memberships was attached to the Agenda.</p> <p>RESOLVED:</p> <p>That the 2017/18 Committee membership be approved as set out at Appendix A to these minutes.</p> <p>15. Agenda Items for the 4th December 2017 Board meeting:</p> <ul style="list-style-type: none"> • Wrap around care. • Current pupil numbers on roll. • Head Teacher’s report to include progress data. • Governor SIP Priority links to report back. • Spring Term meeting dates. <p>16. 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>17. Date & Time of Next Meeting</p> <p>RESOLVED:</p> <p>That the next meeting of the Governing Body be held on Thursday 9th November at 5.30pm.</p> <p>The Meeting concluded at 6.55 pm</p> <p>Approved by the Governing Body</p> <p>Date: _____</p> <p>Signature (Chair): _____</p> <p>Name: _____</p> | <p><i>Clerk</i></p> <p><i>Clerk</i></p> <p><i>Clerk</i></p> <p><i>Clerk</i></p> |
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Note: the **CQ** abbreviation stands for – Challenging Question by the Board.

Committee Memberships 2017/18

Leadership & Management

David Bailey

Jonathan Briggs

Emma de la Motte

Mike Fryer

Rita Hall

Debbie Leigh

Rachel Kershaw

(7 Total)

Finance

Jonathan Briggs

Laurence Bryant

Vicky Folkes

Mike Fryer

Debbie Leigh

Helen Parkinson

Peter Willson

(7 Total)

Teaching & Learning Committee

Peter Bibby

Jonathan Briggs

Laurence Bryant

Clare Marley

Emma de la Motte

Mike Fryer

Nigel Little

Jodie Scott

Catherine Stow Smith

(9 Total)