

## The Federation of Abbey Schools Academy Trust

### Governing Body Minutes

**Date & Time:** 5.30pm on Monday 14<sup>th</sup> May 2018

**Present Governors:** Mr D Bailey, Mr J Briggs, 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>
1.	<p><b>Apologies for Absence</b></p> <p>Apologies of absence were received and accepted from:-</p> <ul style="list-style-type: none"> <li>• Mr P Bibby</li> <li>• Dr L Bryant</li> <li>• Mr N Little</li> </ul>	
2.	<p><b>Notification of Items of Other Business</b></p> <p>With the permission of the Chair two items of other Business were agreed to be discussed by the Board:</p> <ul style="list-style-type: none"> <li>• Lockdown Policy</li> <li>• Draft School Term Dates – Consultation from DBC</li> </ul>	
3.	<p><b>Declarations of Interests:</b></p> <p><b>Declaration of personal or pecuniary interests in any matters arising from the Agenda of the current meeting.</b></p> <p>There were no declarations of personal or pecuniary interests declared.</p> <p><b>Declaration of any updates for the Register of Business Interests.</b></p> <p>There were no updates for the Register of Business Interests.</p>	

<p><b>4.</b></p>	<p><b>Approval of Minutes</b></p> <p><b>a) Approval of Minutes</b> – Monday 26<sup>th</sup> March 2018.</p> <p><b>RESOLVED:</b></p> <p>That the Minutes of the meeting of the Board held on Monday 26<sup>th</sup> March 2018 be confirmed and signed as an accurate record by the Chair.</p> <p><b>b) Matters Arising –</b></p> <p>In relation to Minute 15, the Head Teacher advised that Stockton Borough Council’s Human Resources policies had been approved by the Board and clarified that this also included the approval of all Human Resources policies brought across with TUPE (Transfer of Undertakings (Protection of Employment) Regulations). The Board also agreed that this was the case and had approved all Human Resources policies transferred with TUPE.</p> <p>In relation to Minute 17 it was noted that an update would be provided to the next meeting of the Board on the progress of the Charities working Party.</p>	<p><i>Head Teacher/ Governors</i></p> <p><i>Governors</i></p>
<p><b>5.</b></p>	<p><b>Budget Update</b></p> <p>The Head Teacher updated the Board verbally on the latest position of the current and future budgets, focusing on savings and any potential for increased income in the next Academic Year. Reference was made to the Academy’s boiler system and creating a five year expenditure plan. The Board requested that investigations be made with the Academy’s Accountants, Clive Owen &amp; Co, whether the boiler could be included in Capital Spend?</p> <p><b>RESOLVED:</b></p> <p>a) That the report be noted.</p> <p>b) That Clive Owen &amp; Co be contacted to ascertain whether the Boiler could be included in Capital Spend.</p>	<p><i>Business Team</i></p>
<p><b>6.</b></p>	<p><b>Rationale for Redundancy</b></p> <p>The Head Teacher circulated a report at the meeting to the Board setting out considerations with regard to a potential redundancy. He advised that notice had been given to the affected member of staff of the possibility of redundancy of the post. A timeline for the process was included in the report.</p>	

<p>7.</p>	<p><b>RESOLVED:</b></p> <p>a) That after much careful consideration the Board agreed to the potential for redundancy of the post.</p> <p>b) That the following Governors form a redundancy panel: Mrs E. de La Motte, Mrs R Hall and Mike Fryer (Mrs D. Leigh should there be any requirement for a substitute.)</p> <p><i>(Mrs C. Stow Smith arrived at the meeting at approximately 6.00 pm.)</i></p> <p><b>Data</b></p> <p>The Head Teacher reported on the progress made across all year groups in the Academy. He also circulated the PIRA and PUMA results for the Spring Term for the Board's consideration.</p> <p>In order to gain further understanding of the interpretation and to provide further challenge (especially for the more recently appointed Governors) with regard to data a continued professional development data training session was agreed to be held on Wednesday 18<sup>th</sup> July 2018. This would be facilitated by Governor D. Bailey.</p> <p><b>RESOLVED:</b></p> <p>a) That the report be noted.</p> <p>b) That Data training be held on Wednesday 18<sup>th</sup> July 2018.</p>	<p><b>Governors</b></p>
<p>8.</p>	<p><b>Current numbers on Roll</b></p> <p>It was noted that the current numbers on roll would be placed on the Governors' Learning Platform for the Boards' information.</p> <p><b>RESOLVED:</b></p> <p>That the report be noted.</p>	<p><b>Governor D. Bailey</b></p> <p><b>Clerk</b></p>
<p>9.</p>	<p><b>Safeguarding</b></p> <p>The Head and Deputy Head Teacher (VF) provided a verbal update on safeguarding. They advised that a significant amount of work had been completed on E-safety with both children and parents. The CPOMS software system continued to work well within the school to monitor child protection and safeguarding issues. It was suggested by the Board that it would be useful for Catherine Shaw, Darlington Borough Council, to come into the</p>	<p><b>Head Teacher/</b></p>

	<p>school to provide a presentation for staff and Governors, with regard to issues facing young people.</p> <p><b>RESOLVED:</b></p> <p>That the report be noted.</p>	<b>Deputy Head Teacher</b>
<b>10.</b>	<p><b>School Partnerships Programme</b></p> <p>The Head Teacher reported on the School's Partnership Programme which is a cluster based approach to school improvement. It develops partnership working through school self-evaluation, peer review and school to school support. For example, the Deputy Head Teachers had recently spoken to the Federation of Mowden Schools about Data processes.</p> <p><b>RESOLVED:</b></p> <p>That the report be noted.</p>	
<b>11.</b>	<p><b>Awards – Rights Respecting and Investors in People.</b></p> <p>It was agreed by the Board not to apply for a new accreditation for the Investors in People Award (IIP) or Rights Respecting Level 2.</p>	
<b>CQ</b>	<p>The Board advised however, that that it was important to ensure that the Rights Respecting ethos and aims were embedded in the school. They suggested that collaborative work could be undertaken with more deprived areas in the country.</p> <p><b>RESOLVED:</b></p> <p>That the report be noted.</p>	
<b>12.</b>	<p><b>GDPR (General Data Protection Regulations)</b></p> <p>The GDPR policies were considered and approved by the Board. The Head Teacher advised that all other relevant documentation relating to GDPR was also available on the Governors' Learning Platform.</p> <p>The Head Teacher reported that IT Systems had been appointed as the Academy's Data Protection Officer and were the only GDPR accredited provider in the North East.</p>	
<b>CQ</b>	<p>The Board questioned whether the ICT Policy corresponded with the other GDPR policies listed? The Head Teacher advised that the ICT policy is a stand-alone policy, however is linked to the other GDPR policies.</p> <p><b>RESOLVED:</b></p> <p>That the GDPR policies be approved and documentation be noted by the Board.</p>	

13.	<p><b>Admissions Policy (for September 2020.)</b></p> <p>The Head Teacher advised that the Admissions Policy for September 2019 had previously been approved at the meeting of the Governing Body held on the 4<sup>th</sup> December 2017 (Minute 9 refers.) and proposed the same policy for September 2020.</p> <p>RESOLVED:</p> <p>That the Admissions Policy for September 2020 be approved.</p>	<i>Head Teacher</i>
14.	<p><b>Administration of Medicine Policy</b></p> <p>Consideration was given to the Administration of Medicine Policy.</p> <p>RESOLVED:</p> <p>a) That the Administration of Medicine Policy be approved.</p> <p>b) That a check be made with regard to the storage of personal data in relation to the Medicine Policy and the new GDPR regulations.</p>	<i>Head Teacher</i>
15.	<p><b>Clear Desk Policy.</b></p> <p>Consideration was given to the new Clear Desk Policy.</p> <p>RESOLVED:</p> <p>That the Clear Desk Policy be approved.</p>	<i>Head Teacher</i>
16.	<p><b>Homework Policy.</b></p> <p>The Head Teacher advised that a review was currently being undertaken of the Homework Policy. Homework related questionnaires were due to be circulated to parents, with the results to be brought back to the Governing Body. A suggestion was made by the Board that as part of the Homework Policy review, the Senior Leadership Team look at the Education Endowment Foundation's guidance on homework.</p> <p>RESOLVED:</p> <p>That consideration of the Homework Policy be deferred until the next meeting of the Board when questionnaires were back in.</p>	<i>Head Teacher</i>

<p>17.</p>	<p><b>Any Other Business:</b></p> <p><b>Lockdown Policy</b></p> <p>Consideration was given to the Lockdown Policy. It was noted that reference to the Lockdown procedures was included in the safeguarding leaflet provided to visitors/Supply Teachers. Further investigations were being made to any 'black spots' in communication with regard to this policy in the school.</p> <p><b>RESOLVED:</b></p> <p>That the Lockdown Policy be approved.</p> <p><b>Draft School Term Dates – Consultation from DBC</b></p> <p>Draft School Term Dates for 2020/21 were considered by the Board.</p> <p><b>RESOLVED:</b></p> <p>That the School Term Dates for 2020/21 be approved and Darlington Borough Council be advised accordingly.</p>	<p><i>Head Teacher</i></p> <p><i>Head Teacher/ Clerk</i></p>
<p>18.</p>	<p><b>Agenda Items for the next Board meeting:</b></p> <ul style="list-style-type: none"> <li>• Chair of Governors (Confirmation of Interest.)</li> <li>• Progress of Charities Working Group</li> <li>• Homework Policy - Update</li> <li>• Current pupil numbers on roll.</li> <li>• Governor SIP Priority links to report back.</li> <li>• Autumn Term meeting dates.</li> <li>• Accident Statistics.</li> </ul>	<p><i>Clerk</i></p>
<p>19.</p>	<p><b>Approval of Documents for Public Inspection</b></p> <p><b>RESOLVED:</b></p> <p>That the Agenda, supporting documents and approved Minutes be made available for public inspection with the exception of the supporting documents of the following items which were deemed confidential in nature in accordance with Article 125 c.) and Article 125 a.).</p> <p>Rationale for Redundancy (Minute 6 refers) Data (Minute 7 refers) Safeguarding Report (Minute 9 refers)</p>	<p><i>Clerk</i></p>

