

## The Federation of Abbey Schools Academy Trust

### Leadership & Management Committee

#### Minutes

**Date & Time:** 5.30pm on Wednesday 18<sup>th</sup> October 2017

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

**Also in Attendance:** Mrs J Scott (Governor) and Mrs L Hawksby (Clerk to the Governing Body)

<u>ITEM</u>	<u>DESCRIPTION OF DISCUSSION</u>	<u>ACTION BY</u>
1.	<p><b>Election of Chair for the ensuing Academic Year</b></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 of the Leadership &amp; Management Committee for the ensuing Academic Year.</p> <p><b>RESOLVED:</b></p> <p>That Mr M J Fryer be appointed as Chair of the Leadership &amp; Management Committee for the ensuing Academic Year.</p> <p><i>(Note: Mr M J Fryer was in the Chair for the remainder of the meeting and welcomed the new Governors to the Committee.)</i></p>	
2.	<p><b>Election of Vice-Chair for the ensuing Academic Year</b></p> <p>Nominations were sought and received for the position of Vice-Chair of the Leadership &amp; Management Committee for the ensuing Academic Year.</p> <p><b>RESOLVED:</b></p> <p>That Mrs E de la Motte be appointed as Vice-Chair of the Leadership &amp; Management Committee for the ensuing Academic Year.</p>	

<b>3.</b>	<p><b>Apologies for Absence</b></p> <p>Apologies of absence were received and accepted from:-</p> <ul style="list-style-type: none"> <li>• Mrs D Leigh</li> </ul>	
<b>4.</b>	<p><b>Notification of Items of Other Business</b></p> <p>There were no items of Other Business to report.</p>	
<b>5.</b>	<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>	
<b>6.</b>	<p><b>Approval of Minutes</b></p> <p>a) Approval of Minutes – Wednesday 14<sup>th</sup> June 2017.</p> <p><b>RESOLVED:</b></p> <p>That the Minutes of the meeting of the Committee held on Wednesday 14<sup>th</sup> June 2017 be confirmed and signed as an accurate record by the Chair.</p> <p>b) Matters Arising –</p> <p>It was noted that in relation to Minute 6 another book scrutiny had been carried out by Mrs E de la Motte and Mr M Fryer. Also in relation to Minute 12 ‘Administration of Medicine Policy’ it was agreed that the issue of how many times medicine could be administered in a day would be considered further when the policy was next up for review.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>STANDING ITEMS OF THE COMMITTEE: AUTUMN TERM (Items 7 – 12)</b></p> </div> <p><i>(Note Mr D Bailey arrived at the meeting at 6.00 pm and Mrs R Kershaw at 6.05 pm)</i></p>	

<p>7.</p> <p>CQ</p> <p>CQ</p> <p>CQ</p>	<p><b>School Improvement Plan (SIP) – Monitoring</b></p> <p>The Head Teacher reported that performance management for all Teachers had now been undertaken and all staff were now accountable for progress, with all targets linked to measurable outcomes.</p> <p>He advised that analysis of data had uncovered some inaccuracies in past data. Using summative assessments the school now had some accurate baseline data. Governors questioned what was being done to ensure this was in place going forward and were parents aware? The Head Teacher advised that groups of pupils and individual pupils who are not on track are now part of focused groups and parents would be made aware of this at the end of each term. In addition Target Tracker is being used along with termly summative assessments (Puma maths and Pira reading) to support Teacher assessments.</p> <p>The Committee enquired about whether a Pupil Premium review had been undertaken? The Head Teacher advised that it had and an action plan was now in place for Pupil Premium children to help with progress and any necessary interventions. A Pupil Premium child's progress and targets are now clear to all Teachers, Teaching Assistants and to the Senior Leadership Team. Third Space Learning 1 to 1 intervention for maths had now started and a new member of staff has been appointed to support Pupil Premium children. Dynamo maths was also going to be used by those significantly below age related expectations.</p> <p>The Head Teacher advised that a series of book scrutinys had been undertaken. Monitoring of lessons and books had led to a change in the school's marking and feedback policy. The Committee enquired as to what the Senior Leadership Team (SLT) were looking for in a book scrutiny? The Head Teacher advised SLT were looking for demonstrable progress and quality. It was agreed that at the next Governor Learning walks children's books would be examined by Governors.</p> <p>The Head Teacher reported that a website audit by the Swaledale Alliance had highlighted areas of requirement, which had now all been implemented.</p> <p>With regard to ensuring pupils made progress in writing, the Head Teacher advised that a SLE (Specialist Leader of Education) for English was due to come in and support the school after Autumn half term. This role would help develop the capacity and capability of other Teachers in the school so that they have the skills to lead their own teams and improve practice in Abbey school. Further improvements to writing included increased engagement in writing evidenced through book scrutiny. Staff are using engaging ways to hook learners such as parents being encouraged to write 'spooky stories' for children to compare with their own. The literacy shed had also been purchased to inspire learning through text and video.</p>	
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<p>CQ</p> <p>8.</p> <p>9.</p> <p>10.</p>	<p>The Head Teacher advised that with regards to Behaviour the new reward system introduced had improved behaviour especially in class. The Governors who had been on the recent Learning walks held on the 3<sup>rd</sup> and 5<sup>th</sup> October 2017 advised that the children had demonstrated their understanding of the new behaviour expectations and the new traffic light system. The Committee questioned whether there were 'repeat offenders' in the 'thunder cloud'? The Head Teacher advised that in the classroom most children had responded to the new behaviour measures and that on the playground measures were being undertaken to help further improve, such as lunchtime clubs to engage the children.</p> <p>The Head Teacher advised there had been curriculum enrichment in the Early Years Foundation Stage with the staff now following children's ideas and the PFA buying a mud kitchen.</p> <p><b>RESOLVED:</b></p> <p>a) That progress obtained in the 2017/18 SIP be noted.</p> <p>b) It was agreed that at the next Governor Learning walks children's books would be examined by Governors.</p> <p><b>Performance Management</b></p> <p>The Head Teacher advised that all Teachers had now received a performance management review. Measurable targets had been set with achievable outcomes. Upper pay scale guidelines had also been set. Staff response had been positive.</p> <p><b>RESOLVED:</b></p> <p>That the report be noted.</p> <p><b>Policy Review</b></p> <p>Consideration was given to the Policy Review Table which set out reviews that had been completed and dates for future reviews. Any new policies would be added periodically to the table as they were reviewed by Governors.</p> <p><b>RESOLVED:</b></p> <p>That the Policy Table be noted.</p> <p><b>Decision Planner</b></p> <p>The Leadership &amp; Management Committee reviewed the Decision Planner to ascertain whether any updates or amendments were required. It was agreed that none were required at the present time.</p>	<p>SLT</p>
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<p><b>11.</b></p>	<p><b>RESOLVED:</b></p> <p>That the current Decision Planner be approved.</p> <p><b>Training</b></p> <p>A copy of Darlington Borough Council’s School Governance list of training undertaken by Governors was attached to the Agenda and noted. In addition it was noted that a number of Governors had attended Level 1 Safeguarding training on the 13<sup>th</sup> September and ‘Ofsted are you ready’ training on the 11<sup>th</sup> October 2017. There was another chance for Governors to attend Safeguarding Level 1 on the 31<sup>st</sup> October 2017 and ‘Prevent’ training before the Governing Body on the 9<sup>th</sup> November 2017.</p>	
<p><b>12.</b></p>	<p><b>RESOLVED:</b></p> <p>That the report be noted.</p> <p><b>Risk Register</b></p> <p>Consideration was given to the Leadership &amp; Management delegated risks for the Autumn Term of: Safeguarding / Child Protection and Health and Safety.</p> <p><b>RESOLVED:</b></p> <p>a) That the gross scores be checked whether they have been noted throughout the whole document and amended accordingly, as they were not currently at ref: 2.4 E-safety.</p> <p>b) That in future the old gross or residual scores be left in brackets if a change is made to help demonstrate the movement in that change.</p> <p>c) That the following be added into the evidence column:-</p> <p>Ref 2.1: add in safeguarding procedures have been updated Autumn 2017 and the school is working with Joanna Conway from DBC for staff training.</p> <p>Ref 2.2: add in evidence column ‘following Stockton Borough Council Guidelines’</p> <p>Ref 2.3: add in reference to the improved internal door security.</p> <p>Ref 2.4: add in reference to the JEM Audit being good.</p> <p>Ref 5.1: add in reference to Simon Gallagher’s from DBC recent review of Health &amp; Safety.</p>	<p><i>Clerk</i></p> <p><i>Clerk</i></p> <p><i>Clerk/ Head Teacher</i></p>

	<p>d) That Governor Mrs E de la Motte review the current scales on the risk matrix to ascertain whether they are still appropriate.</p> <p><b>13. Annual Review of Terms of Reference and Standing Items for the Leadership &amp; Management Committee</b></p> <p>Consideration was given whether any amendments were required to the Leadership &amp; Management's Terms of Reference and Standing Items.</p> <p><b>RESOLVED:</b></p> <p>That the Terms of Reference and Standing Items remain the same, with the exception of an amendment to increase the maximum capacity on the Committee from 8 to 9.</p> <p><b>14. Policies/procedures for review:</b></p> <p><b>Disclosure and Barring Service Policy.</b></p> <p>This is a new policy to the School and reflects policy changes to criminal record checks since the creation of the Disclosure Barring Service (DBS) and supports the schools aim to protect vulnerable adults and children. It also sets out the recommended requirements and expectations in respect of agency workers and contractors.</p> <p><b>RESOLVED:</b></p> <p>That the policy be approved and reviewed annually.</p> <p><b>Promotion of Good Behaviour Policy.</b></p> <p>This policy had last been reviewed by the Leadership &amp; Management Committee on the 8<sup>th</sup> February 2017 but has been re-written and therefore was now put before Governors again for their consideration. It was noted the dates on the front sheet would be amended to the current year.</p> <p><b>RESOLVED:</b></p> <p>That the policy be approved.</p> <p><b>Charging and Remissions Policy.</b></p> <p>This is a new policy for charging and remissions and is separate from the charging and remissions lettings documents.</p> <p><b>RESOLVED:</b></p> <p>That the policy be approved.</p>	<p><b>Governor Mrs E de la Motte</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p>
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<p><b>Induction Policy.</b></p> <p>This policy outlines the purpose, nature and management of staff induction in the school. It was noted the dates on the front sheet would be amended to the current year.</p> <p><b>RESOLVED:</b></p> <p>That the policy be approved.</p> <p><b>Admission Arrangements (September 2019) – Leadership &amp; Management to guide and then refer to Full Governing Body.</b></p> <p>Consideration was given by the Committee to the admission arrangements for September 2019.</p> <p><b>RESOLVED:</b></p> <ul style="list-style-type: none"><li>a) That the admission arrangements for September 2019 remain the same but that the summer born children wording be checked again to ensure it reflects current legislation and the school's position.</li><li>b) That the Admission Arrangements (September 2019) be referred to the Governing Body meeting scheduled for the 4<sup>th</sup> December 2017 for approval.</li></ul> <p><b>Data Protection – privacy notice.</b></p> <p>Consideration was given to the Data Protection privacy notice.</p> <p><b>RESOLVED:</b></p> <p>That the data protection privacy notice be noted and approved.</p> <p><b>Child Protection Policy.</b></p> <p>Consideration was given to the Child Protection Policy which applies to all staff, Governors and volunteers working in the school.</p> <p><b>RESOLVED:</b></p> <p>That the policy be approved</p> <p><b>Pay Policy</b></p> <p>Consideration was given to the Pay policy which had been amended at the 9<sup>th</sup> October 2017 Pay Review Sub-Committee.</p> <p><b>RESOLVED:</b></p> <p>That the policy be approved.</p>	<p><i>Clerk</i></p>
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	<p><b>Appraisal Policy</b></p> <p>Consideration was given to the Appraisal Policy which had been amended on the 9<sup>th</sup> October 2017 Pay Review Sub-Committee.</p> <p><b>RESOLVED:</b></p> <p>That the policy be approved.</p> <p><b>Governor Report Back:-</b></p> <p><b>Premises Management Documents – Mrs R. Kershaw</b></p> <p>This report was deferred until the next meeting of the Committee when the new member of staff would be in position.</p> <p><b>Register of Pupil’s Admissions to School – Mrs E.de la Motte</b></p> <p>Governor Mrs E de la Motte verbally updated the Committee from her last written report which had been reviewed and noted by the committee at its last meeting held on the 14<sup>th</sup> June 2017 (Minute 12 refers). She advised all had gone live now and photocopies of the children’s birth certificates had been taken during the induction meetings.</p> <p><b>RESOLVED:</b></p> <p>That the report be noted.</p> <p><b>Register of Pupil’s Attendance – Mrs R. Kershaw</b></p> <p>Governor R. Kershaw presented her findings to the Committee which are at Appendix A to these minutes.</p> <p><b>RESOLVED:</b></p> <p>That the report be noted.</p> <p><b>Central Record of recruitment &amp; vetting – Mr M. Fryer</b></p> <p>Governor Mr M Fryer presented his findings to the Committee which are at Appendix B to these minutes.</p> <p><b>RESOLVED:</b></p> <p>That the report be noted.</p>	<p><i>Governor Mrs R. Kershaw</i></p>
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	<p><b>Minutes/papers from Governing Body and Committees – Mrs D. Leigh</b></p> <p>That consideration of this item be deferred until the next meeting of the Leadership &amp; Management Committee.</p>	<p><b>Governor Mrs D Leigh</b></p>
15.	<p><b>Generic E-mails</b></p> <p>Consideration was given to the generic use of e-mails by Governors, instead of their own personal e-mail addresses for communication with school.</p> <p><b>RESOLVED:</b></p> <p>That Governors continue to use their personal e-mail addresses subject to no holding/sharing of data and that school information be accessed and stored on the Governor’s Learning Platform.</p> <p>.</p>	
16.	<p><b>Agenda Items for the Next Meeting</b></p> <ul style="list-style-type: none"> <li>• Premises Management Documents (Governor to report back.)</li> <li>• Minutes/papers from Governing Body/Committees (Governor to report back.)</li> </ul> <p><b>Plus the following Standing Items:-</b></p> <ul style="list-style-type: none"> <li>• School Improvement Plan – Monitoring self-review mechanisms.</li> <li>• Training Feedback</li> <li>• Risks delegated to the Committee on the Risk Register</li> </ul> <p><b>Policies for review :-</b></p> <ul style="list-style-type: none"> <li>• Attendance and Collection of Children Policy</li> <li>• Health &amp; Safety Policy</li> <li>• Food Policy</li> <li>• Keeping Children Safe in Education</li> </ul>	<p><b>Clerk</b></p>



## Appendix A

<b>Governors Visit Form</b>	
Date 13 <sup>th</sup> October 2017	Term Autumn Term
<b>Reason For Visit</b>	
Governor Monitoring – Register of Pupil's Attendance	
<b>Year Group/Class/ Whole School</b>	
Whole School	
<b>Summary of Visit</b>	
<p>I met with Miss C Gibson on Friday 13<sup>th</sup> October 2017 to discuss the processes for monitoring attendance in both the infant and junior schools. Miss Gibson was very well informed and provided a good level of detail regarding the schools' procedures for maintaining the school register of pupil's attendance and admission register.</p> <p>My checks included ensuring the attendance policy is available on the school website. This promotes good attendance and aims to reduce absences. Procedures are in place to monitor attendance closely, these are being tightened up to ensure exact compliance with the school's policy.</p> <p>Each week the full attendance registers are reviewed for triggers or consistent absences. The registers are also reviewed to ensure the consistent and accurate use of absence and attendance codes. A letter is sent to parents of any children who drop below 90% attendance (this letter is shortly to be reviewed for accuracy and consistency with regulations). Attendance data and specific cases are reviewed with SLT each month at an Attendance Panel meeting, further action is decided at this meeting.</p> <p>To ensure the admissions register is kept up to date the school issue a data collection sheet to all families at the beginning of each academic year, changes notified to the school during the year are updated on an ad-hoc basis. The school follow LA procedures for Children Missing Education (CME) and any safeguarding concerns.</p> <p>The letter issued to parents who request 'leave of absence from school during term time' has been reviewed to explicitly describe the schools policy and the regulations regarding issuing penalty notices. The form parents are required to complete is now much more detailed. A child's current absence rate is considered by the Head teacher before any decisions to grant a leave of absence are taken.</p>	

Comment
<p>In conclusion, I found the school's procedures to be in line with DfE guidance. Staff are well informed, have robust processes in place but are always considering new ways to make improvements.</p> <p>It was pleasing to note that attendance is currently: 97.8% - Junior School 97.1% - Infant School against the Government's national expectation of 96%</p>
<p>Signature of governor</p> <p>Rachel Kershaw 13<sup>th</sup> October 2017</p>

Appendix B

PRIORITY 03

OUTCOMES

Federation of Abbey Schools

Governors Visit Form	
Date	16-10-2017
Term	<u>AUTUMN</u>
Reason For Visit	
<u>GOVERNORS LEARNING WALK</u>	
Year Group/Class/ Whole School	
<u>WHOLE SCHOOL</u>	
Summary of Visit	
<p>I VISITED THE SCHOOL ON A GOVERNORS WALK ON TUESDAY 03-10-2017, AND FOUND ALL THE PUPILS THAT I ENGAGED WITH TO BE HAPPY, ENGROSSED, WITH THEIR RELEVANT TEACHERS WORK, AND FULLY AND TOTALLY ABSORBED IN THEIR PARTICULAR SUBJECT. HAVING SPOKEN TO THE H.T. I WAS INFORMED THAT A LOT OF THE PUPILS ADVANCEMENT RELIES UPON THE INTERVENTION OF TEACHERS ASSESSMENT AND THE H.T. &amp; STAFF HAVE IMPLEMENTED BOOKLETS IN THE FORM OF TESTS SO AS TO HAVE AN ACCURATE RECORD OF THE PUPILS WHO ARE MAKING HEADWAY, AND ALSO TO USE THIS INFORMATION AS A BENCHMARK - FOR THE FUTURE.</p>	
Comment	
<p>VERY PLEASED THAT THE ABOVE IS IN OPERATION AND, THE PUPILS &amp; STAFF ARE ON BOARD AND THAT THE SCHOOL IS HEADING IN ONE DIRECTION AND THAT IS UP</p>	