

The Federation of Abbey Schools Academy Trust

Governing Body Minutes

Date & Time: 5.30 pm on Monday 26th March 2018.

Present Governors: Mrs D Leigh (Chair), Mr J Briggs, Dr L Bryant, Mrs V Folkes, Mr M Fryer, Mrs R Hall, Mrs R Kershaw, Mr N Little, Mrs C Marley, Mrs E de la Motte, Mrs J Scott, 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"> • Mr D Bailey • Mr P Bibby • Mrs H Parkinson 	
2.	<p>Notification of Items of Other Business</p> <p>There was one Item of Other Business which, with the permission of the Chair prior to the meeting, had been agreed to be considered: - (Minute 17 below refers.)</p> <ul style="list-style-type: none"> • Charities 	
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 – Monday 29th January 2018.</p> <p>RESOLVED:</p> <p>That the Minutes of the meetings of the Committees held on Monday 29th January 2018 be confirmed and signed as an accurate record by the Chair.</p> <p>b) Matters Arising –</p> <p>Mrs J.Scott reported that in relation to Minute 4 b.) finger guards had now been chosen, with the best quote being awaited from two companies.</p> <p>The Chair advised that with reference to Minute 7, a meeting was due to be held shortly with the current Chair of Governors with the two Directors who had expressed an interest.</p>	
<p>5.</p>	<p>Reports of Committees:-</p> <p>Leadership & Management Committee – Wednesday 7th February 2018</p> <p>The Chair of the Leadership & Management Committee (Mr M Fryer), reported on the issues considered and key recommendations made by the Committee on Wednesday 7th February 2018. It was noted Mrs R.Kershaw had put in her apologies in the draft minutes and would be removed as in attendance.</p> <p>RESOLVED:</p> <p>That the issues considered and recommendations made by the Leadership & Management Committee held on the 7th February 2018 be noted.</p> <p>Teaching & Learning Committee – 7th March 2018.</p> <p>The Chair of the Teaching & Learning Committee (Mrs E de la Motte) reported on the issues considered and key recommendations made by the Teaching and Learning Committee held on the 7th March 2018.</p> <p>In relation to Minute 6, the Chair of the Teaching & Learning Committee advised that the Committee had agreed that alternative means of Governor monitoring would also be considered at the next meeting of the Teaching and Learning</p>	

<p>CQ</p>	<p>Committee in the Summer Term and that in future the Committee could perhaps concentrate on monitoring for example pupil's books. Students could also be invited in to talk to sub/committees and Full Governing Body.</p> <p>An interim performance management for teaching staff was due to be held after the Easter break. The curriculum was currently being looked at again with new teams leading in different areas of the curriculum and this would link into the School Improvement Plan (SIP.) Governors would be able to feed into observations of this updated curriculum, from September 2018 when the curriculum had been updated and the new teams were in place.</p> <p>RESOLVED:</p> <p>That the issues considered and recommendations made by the Teaching and Learning Committee held on the 7th March 2018 be noted.</p> <p>Finance Committee:</p> <p>Finance Committee Minutes – Thursday 15th March 2018</p> <p>The Chair of the Finance Committee (Dr L Bryant) reported on the issues and key recommendations made by the Finance Committee on the 15th March 2018.</p> <p>In relation to Minute 11, the Chair of Finance reported to the Board on all the key discussions held by the Finance Committee in relation to the 2018/19 budget. The identified means of addressing the budget shortfall were discussed and challenged by the Board to ascertain their viability.</p> <p>It was noted that the Finance Committee had approved the staff absence insurance policy no longer being taken out, as over the period the insurance premiums had been paid a relatively small amount had actually been claimed back by the Academy. (Governor Mrs R.Kershaw undertook to find out if the Department for Education provided any staff absence insurance policy and report back to the Board.)</p> <p>In relation to Minute 11, the Head Teacher advised he would put an item in the Academy's newsletter regarding specific voluntary parental income generation schemes (a school development fund), which would tie in with the work of the PFA.</p> <p>RESOLVED:</p> <p>That the issues considered and recommendations made by the Finance Committee on the 15th March 2018 be noted.</p>	<p>Governor R.Kershaw</p> <p>Head Teacher/ Governors</p>
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<p>6.</p>	<p>Chair's Report</p> <p>The Chair advised that she had undertaken her Governor review of minutes/papers from Governing Body/Sub-Committees and everything was correct and in place.</p> <p>RESOLVED:</p> <p>That the Chair's report be noted.</p>	
<p>7.</p> <p>CQ's</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 • Safeguarding • GDPR (General Data Protection Regulations.) • Self-Evaluation Form (SEF) Judgements • School Improvement Plan – Current Priorities 2017/18 • Achievement and Standards (Infants and Juniors) • Staffing • Leadership & Management • Collaborative Work <p>The Board questioned why the figures at the top of the Head Teacher's report did not tally with the safeguarding incident statistics provided later in the report? The Head Teacher undertook to investigate and report back to the Board. The Board also questioned whether the safeguarding incident statistics were high? The Head Teacher advised the figures were in line with what would be expected in a school of Abbey's size. The Board requested that in future reports information be included on past terms safeguarding incident figures, in order that a comparison could be drawn between each term.</p> <p>The Head Teacher reported that in relation to SEN, there was currently a review being undertaken in Darlington and the Board noted there was likely to be a resultant drop in funding.</p> <p>The Board questioned what provision was in place for children who did not have access to computers for their homework? The Head Teacher advised that all pupil premium children had access to a school I-pads and any child could access the school computers during school hours.</p>	<p><i>Head Teacher/ Deputy Head</i></p>

<p>8.</p> <p>CQ</p> <p>9.</p> <p>10.</p>	<p>RESOLVED:</p> <p>a) That the report be noted.</p> <p>b) That further information be provided to the Board with regard to the safeguarding incident figures contained within the Head Teacher's report.</p> <p>Safeguarding</p> <p>The Deputy Head Teacher (Mrs V Folkes) referred to the safeguarding information provide in the Head Teacher's report. She advised that Governor Mike Fryer and herself had started to have monthly meetings to discuss safeguarding. At their meeting on 23rd February it was agreed that the Deputy Head would produce a report to be included on the Full Governing Body agenda (Note: this was contained in the Head Teacher's report for this meeting of the Board). She advised that the current number of open safeguarding case was two and that the last case that was closed was in December 2017. Staff continue to log incidents on CPOMS, which is the School's safeguarding and child protection software. The Board questioned how secure the CPOMS information was in relation to the correct storage of data and the GDPR regulations? The Deputy Head Teacher advised that the data was extremely secure and had limited to access to those staff only requiring this information.</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <p>Current Pupil Numbers on Roll</p> <p>Further to Minute 5 (29th January 2018 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 lower numbers on roll in the current academic year's Reception intake would approximately remain lower than other year groups as that cohort progressed throughout the different school years.</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <p>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 Spring Term, both through the Governors' Learning Walks and through a visit to speak to pupils. Visit forms advising of Governor's observations and findings were attached to the Agenda for the Boards' considerations.</p>	<p><i>Head Teacher/ Deputy Head</i></p>
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	<p>With regard to Priority 1, the Chair advised that she had reviewed the agendas/papers and minutes of the Governing Body and sub-committees and all was in order.</p> <p>Governor Mrs E.de la Motte advised that she had observed the children’s writing during the Learning Walk she had attended and progress was being made. She was hoping to come in during the summer term and focus on spelling and speak to the children. Governor Mike Fryer also advised that he was pleased with the quality of work he had observed during the Learning Walks he had attended.</p> <p>Governor Mrs R. Hall, in addition to the learning walks she had attended, had also undertaken a book scrutiny with the findings noted in her report attached to the Agenda. She advised that there was evidence in improvement in writing, in line with the School Improvement Plan, however the lower attainers in the group she spoke to (two pupils) had not responded as well to the Teacher’s corrections and had not yet completed them.</p> <p>Governor R.Kershaw advised that during her visit she had noted that the children had completely understood the behaviour level expected of them and that they had pride in their good behaviour.</p> <p>Governor Mrs C. Marley advised that her visit to the EYFS had been good, with good progress towards developing the outside areas. With improvements in the weather she hoped further progress would be made to the Allotment and Forest School areas.</p> <p>It was noted that Governor Mrs H.Parkinson had also undertaken her priority observations and would be reporting back shortly.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> a) That the report be noted. b) That consideration be given to a schedule for Governor Observation visits be developed in the future, that Governors could sign up to. <p>11. Summer Term Meeting Dates</p> <p>Consideration was given by the Board to the Summer Term meeting dates.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> a) That the Summer Term meeting dates and times be approved. b) That the clerk circulate the revised dates and place on the Governor Learning Platform. 	<p><i>SLT/ Clerk</i></p> <p><i>Clerk</i></p>
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<p>12.</p>	<p>Health & Safety Accident Statistics</p> <p>The Head Teacher reported on the Health & Safety accident statistics report.</p> <p>RESOLVED:</p> <p>That the Health & Safety accident statistics be noted.</p>	
<p>13.</p>	<p>Admissions – permission for the Local Authority to allocate and refuse places accordingly</p> <p>Permission was sought for the Local Authority to allocate and refuse places accordingly on behalf of the school.</p> <p>RESOLVED:</p> <p>That permission be given for the Local Authority to allocate and refuse places accordingly.</p>	
<p>14.</p>	<p>Skills Audit</p> <p>The clerk advised that further to Minute 2 (29th January 2018 Governing Body) all completed skills audit questionnaires had been returned, apart from a few. Once these had been returned an analysis would be undertaken, with the help of Governor Mrs R.Hall.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	<p><i>Clerk</i></p>
<p>15.</p>	<p>Stockton Borough Council’s Human Resources Policies</p> <p>The following policies were considered by the Board and adopted as the School’s own policies:</p> <ul style="list-style-type: none"> • Staffing level management • Health & Wellbeing • Attendance management Policy & Procedures • Grievance policy • School Procedures for Tackling Bullying & Harassment <p>RESOLVED:</p> <p>That the policies be adopted.</p>	<p><i>Head Teacher</i></p>

<p>16.</p>	<p>GDPR (General Data Protection Regulation)</p> <p>The Head Teacher advised there would be a number of documents/policies that would need adopting in relation to the new GDPR regulations. These could be allocated to different groups of Governors to look at. The Chair volunteered to examine the 'privacy notice' as this was something she was currently looking at in her professional capacity.</p> <p>RESOLVED:</p> <p>a) That groups of Governors review the documents/policies to be adopted by the Governing Body, once they became available</p> <p>b) The Chair examine the 'privacy notice' once available.</p> <p>c) That Governor L.Bryant be appointed as the nominated Board member in relation to GDPR.</p>	<p><i>Governors</i></p> <p><i>Chair</i></p>
<p>17.</p>	<p>Charities</p> <p>Further to Minute 2 above, Governor Mrs R.Hall facilitated a discussion with regard to how the charities were chosen to be supported by the school.</p> <p>RESOLVED:</p> <p>That a small working group be formed of Governors (Mrs R.Hall and N.Little), PFA representative and children/parents to form guidelines for the school's support of charities.</p>	<p><i>Head Teacher/ Governors</i></p>
<p>18.</p>	<p>Agenda Items for future Meetings of the Governing Body</p> <ul style="list-style-type: none"> • Current Pupils on Roll • Safeguarding • GDPR 	
<p>19.</p>	<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.</p>	
<p>20.</p>	<p>Date & Time of Next Meeting</p> <p>RESOLVED:</p> <p>That the next meeting of the Committee be held on Monday 14th May 2018.</p>	

The Meeting concluded at 7.00 pm

Approved by the Governing Body

Date: _____

Signature (Chair): _____

Name: _____