

The Federation of Abbey Schools Academy Trust

Governing Body Minutes

Date & Time: 5.30pm on Monday 29th January 2018

Present Governors: Mr D Bailey, 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, Mr N Little, 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>Apologies for Absence</p> <p>Apologies of absence were received and accepted from:-</p> <ul style="list-style-type: none"> • Mr P Bibby 	
2.	<p>Notification of Items of Other Business</p> <p>With the permission of the Chair a National Governors Association Skills Audit questionnaire was circulated at the end of the meeting to all Governors present to take away for their completion. The purpose of the skills audit is to aid in the strategic self-evaluation of the Board in line with the Department for Education's 'Competency Framework for Governance.' It will help identify any training needs, aid in any future recruitment of Directors and in succession planning. The Skills Audit would also be e-mailed to all Governors, if they wished to complete the questionnaire electronically. A deadline of Monday 19th February 2018 was agreed by the Board for the return of the Questionnaire.</p>	<i>Governors/ Clerk</i>
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>CQ</p> <p>CQ</p>	<p>Approval of Minutes</p> <p>a) Approval of Minutes – Monday 4th December 2018.</p> <p>RESOLVED:</p> <p>That the Minutes of the meeting of the Board held on Monday 4th December 2018 be confirmed and signed as an accurate record by the Chair.</p> <p>b) Matters Arising –</p> <p>In relation to Minute 7 the Head Teacher updated the Board in relation to SEF judgements in the Infants which he advised were all solidly ‘Good’ rather than with some ‘Outstanding’.</p> <p>With reference to Minute 10, the After School provision had now commenced and an extra member of staff had been employed. There were now approximately 30 pupils per day using this provision. The Board enquired whether there was demand for new places? The Head Teacher advised that leaving the provision at 30 currently sustained the requirement for places. A questionnaire would be sent out shortly to parents/carers to ascertain the success of the after school club in meeting their needs.</p> <p>Further to Minute 13, the Clerk circulated at the meeting the up to date accident statistics for the school. It was noted finger guards are to be purchased to help eliminate the risk of finger trapping. A cost analysis was currently being undertaken by the Business Team.</p> <p>An update was provided by Mrs J Scott, on the progress with regards to the interactive white boards tender. She advised that there had been quite a significant variance in the quotes received, with the most competitive cost/benefit analysis being from Roche AV and the new Sahara model. The Board enquired whether there were any references for the new Sahara model? The Head Teacher advised that the Network Administrator had been investigating current reviews, which had been positive. It was also agreed that Governor Dr L Bryant would come into the school on Wednesday 6th February 2018 to provide his view on the new Sahara model.</p> <p>With reference to Minute 11 it was agreed that feedback from the ‘pupil’s voice questionnaire’ would be put on the Governors’ Learning platform for information.</p>	<p>Clerk</p>
<p>5.</p>	<p>Current numbers on Roll</p> <p>Further to Minute 8 (Governing Body 4th December 2018) the current numbers on roll for each year group in the School were considered by the Board. The Head Teacher advised there had</p>	

	<p>been some new pupils admitted to the school due to in year transfers.</p> <p>CQ The Board enquired whether a parent/carer would still be given the opportunity for their child to apply for a place even if their particular year group was currently full? The Head Teacher reported that at present Admissions would advise a parent/carer that a year group was full unless they had a sibling where a place was available in another year group. The Board requested that a check be made with the School before advising a Year Group was full as there may be scope for some manoeuvre in providing a place for a student as the school was an Academy.</p> <p>CQ The Board enquired whether there was any indication yet of numbers applying in the September 2018 reception intake? The Head Teacher advised that there was not at present, however a steer on numbers would be provided to the Board once ascertained.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> a) That the report be noted. b) That a check be made by Admissions with the School before advising a Year Group were full as there may be scope for some manoeuvre as the School is an Academy. c) That the Board be provided with a steer on the numbers applying for the reception undertake 2018, once ascertained. <p>6. School Improvement Plan (SIP) – Rag Rated Action Plans.</p> <p>The Board considered the School Improvement Plan and priority action plans which had been updated using a Rag Rating. It was noted that the blue text reflected additions since the recent Ofsted review. The Head Teacher also circulated a sheet containing priorities for school improvement looking further ahead. The SIP action plans would be updated again to reflect measurable outcomes as recommended by Ofsted and following a visit by Chris Keeler on Tuesday 6th February 2018.</p> <p>CQ The Board suggested that it may be useful to put Governors initials next to completed monitoring to reflect the Board’s involvement.</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <p>(Note: Governor Mr D Bailey arrived at the meeting at approximately 5.55 pm)</p>	<p><i>Head Teacher</i></p> <p><i>Head Teacher</i></p>
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<p>7.</p>	<p>Succession Planning - Future Chair of Governors</p> <p>Further to Minute 15 (Governing Body 4th December 2017) the Head Teacher advised that two expressions of interest had been received from Directors in relation to becoming a future Chair of Governors.</p> <p>RESOLVED:</p> <p>That a meeting be arranged with the current Chair of Governors later in the Spring Term with the two Directors who had expressed an interest.</p>	<p><i>Chair/ Head Teacher</i></p>
<p>8.</p>	<p>Application for Deferred Entry</p> <p>The Head Teacher reported that an application for deferred entry had been received by the school, however it had subsequently been withdrawn as alternative provision had been found for the prospective pupil.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	
<p>9.</p>	<p>Ofsted – Update</p> <p>The Head Teacher advised the Board that the recent Ofsted inspection outcome in the Junior School on the 9th January 2018 was rated as ‘Good’ and he circulated the letter setting out the findings from the review from Ofsted dated the 23rd January 2018. The letter would be placed on the School web-site for parents on the next day, the 30th January 2018.</p> <p>The Board were very pleased with the result and requested that the many positive quotes regarding the school, made by the HMI Inspector within her letter, also be placed on the school web-site.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> a) That the report be noted. b) That positive quotes from the HMI Inspectors’ letter be placed on the school web-site. 	<p><i>Head Teacher</i></p>

