**The Federation of Abbey Schools Academy Trust**

**Governing Body Minutes**

**Date:** Monday 30th January 2023 at 5.30 pm

**Present Governors:** Mrs E de la Motte, Mrs R Kershaw, Mrs J Briggs, Dr L Bryant, Mr M Fryer, M Mrs C Stow Smith and Mrs S Howe.

**Also facilitating the Board meeting:** Mrs L Hawksby(Governance Professional) and Mrs C Hurworth (EPM).

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| **ITEM**  **1.**  **2.**  **3.** | **DESCRIPTION OF DISCUSSION**  **(Note meeting held in person: Junior Staff Room, Junior Building, The Federation of Abbey Schools.)**  **Apologies for Absence**    Apologies were received and accepted for Directors:  Mr G Buchanan, Mr N Little and Mrs N McDowell.  **Notification of Items of Other Business:**  There were 4 items of other business (Please refer to the minute 28 below) :   * Homework Policy * Promotion of Good Behaviour * Joining a MAT Questions * Skills Audit 22/23   **Declarations of Interests:**  **Declaration of personal or pecuniary interests in any matters arising from the Agenda of the current meeting.**  There were no declarations of personal or pecuniary interests declared.  **Declaration of any updates for the Register of Business Interests.**  There were no updates for the Register of Business Interests. | **ACTION BY** |

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| **4.**  **5.**  **6.**  CQ  **7.**  **8.**  **9.**  **10.**  **11.**  **12.**  **13.**  **14.**  CQ  **15.**  **16.**  **17.**  **18.**  **19.**  **20.**  **21.**  **22.**  **23.**  **24.**  **25.**  **26.**  **27.**  **28.**  CQ  **29.**  **30.**  **31.**  **32.**  **33.** | ***(With the permission of the Chair the item below Management Accounts was brought forward on the Agenda.)***  **Management Accounts**  Mrs C Hurworth (EPM) provided an update on the November and December 2022 Management Accounts. It was noted there was a surplus in December of £5,000. Catering was in a surplus position, although it was noted that the cost of food was increasing due to inflation**.** Some extra Capital funding had been received from the Government which would partly be spent on the Early Years toilets. It was noted that the School was still awaiting further information of how much extra money may be coming in from the Government with regards to help with the recent increased pay awards.  **RESOLVED:**  That the Board confirmed receipt of the monthly management accounts, cash flow, balance sheets and aged debtors and creditors reports.  ***(Note: Mrs C.Hurworth left the meeting at 5.45 pm)***  **Approval of Minutes**  **a) Approval of Minutes** – Monday 12th December 2022  **RESOLVED:**  That the Minutes of the meeting of the Board held on Monday 12th December 2022 be confirmed and signed as an accurate record by the Chair.    **b) Matters Arising –**  Arising from consideration of Minute 12 (12th December 2022)  It was noted that the Healthy Lifestyle Survey results had not yet been received, however the key action points and summary would be brought to a future meeting of the Board.  **Data**  The Head Teacher reported on the data which was included within the report attached to the Agenda. He reported on ‘GAP analysis which was being undertaken to help reduce any gaps in progress. Writing remained a focus throughout the Year Groups.  The Board enquired whether at the forthcoming ‘book look’ at the Teaching & Learning Committee on the 8th February 2023, the Directors could look at Key Stage 2 writing Books with end of year criteria? The Head Teacher confirmed this would be done.  **RESOLVED:**  That the report and data be noted.  **Numbers on Roll**  The current numbers on roll were considered and noted by the Board.  **RESOLVED:**  That the current numbers on roll were noted to be in a good position.  **School Self Evaluation (SEF)**  Consideration was given by the Board to the School Self Evaluation (SEF) which was attached to the Agenda. It was noted that no major changes had been made since last reported to the Board.  **RESOLVED:**  That the SEF be noted and latest version be placed on the Governors’ Portal for Directors’ information.  **School Development Plan (SDP)**  Consideration was given by the Board to the School Development Plan (SDP) which was attached to the Agenda. It was noted that no major changes had been made since last reported to the Board.  **RESOLVED:**  That the SDP be noted and latest version be placed on the Governors’ Portal for Directors’ information.  **Pupil Premium**  The Head Teacher reported on the Pupil Premium Strategy Statement. The statement detailed the School’s use of pupil premium (and recovery premium) funding to help improve the attainment of disadvantaged pupils. It outlined the pupil premium strategy, how the funding is to be spent during the academic year and the effect that last year’s spending of pupil premium had within the school.  Director Mrs E de la Motte advised that as link governor for pupil premium, she would be coming into school to further talk to staff about the strategy.  **RESOLVED:**  That the report be noted.    **Scheme of Delegation Review**  Consideration was given by the Board to the current Scheme of Delegation which is reviewed on an annual basis and is published on the School’s web-site. It was noted that a small change in wording had been made to also include the word ‘suspension’ when referring to exclusions.  **RESOLVED:**  That the scheme of Delegation be approved and the updated version be placed on the School web-site.  **Risk Register**  Consideration was given to the following areas of risk contained within the Risk Register:   * **Human Resources** – it was agreed that no change was required at the current time. * **Policy** – it was agreed that no change was required at the current time. * **Equality & Diversity** – it was agreed that no change was required at the current time.   **RESOLVED:**  That it be noted that no changes were currently required with regard to the above areas of risk contained within the Risk Register.  **Safeguarding**  The Head Teacher reported on the latest safeguarding updates, which were considered by the Board. Attached to the report for information was an overview of modern slavery/ human trafficking.  **RESOLVED:**  That the report and modern slavery attachment be noted.  **Parent Governor Elections Process/draft advert**  Further to Minute 19 (Governing Body 12th December 2023) a draft advert for two new Parent Director and potential election process (should an election process be required) was brought back to the Board for their consideration.  It was agreed that where parents were mentioned in the draft advert, this should also include reference to carers (with parental responsibility). The Board also considered the results from the skills audit and agreed that the advert should welcome those with financial and business experience, although this was not essential. It was also agreed that reference should be included to Parent Directors being invited to take part in other school activities.  A draft election process should an election be necessary, was also presented to the Board and approved.  **RESOLVED:**  That the draft advert, subject to the above inclusions and draft election process (should an election process be required) be approved.    **Admissions**  The Head Teacher reported upon the process of consultation and timeline for any potential changes in the School’s Admission arrangements.  **RESOLVED:**  That the report be noted.  **Annual Report Discussion**  The Board discussed and agreed that an Annual Report had now been superseded by the Directors’ termly updates which were currently provided to parents/carers on the communication bulletins. The Directors’ termly updates set out for information the work undertaken by the Directors that given term.  **RESOLVED:**  That the Directors’ termly updates on the parents’ communications bulletin continue to be provided and also placed in the Governance section on the School’s web-site for information.    **Charging & Remissions Policy**  The Board gave consideration to the Charging & Remissions Policy.  **RESOLVED**:  That the Charging & Remissions Policy be approved.    **Health & Safety Policy**  The Board gave consideration to the Health & Safety Policy.  **RESOLVED**:  That the Health & Safety Policy be approved    **Whistleblowing Policy**  The Board gave consideration to the Whistleblowing Policy.  **RESOLVED**:  That the Whistleblowing Policy be approved.    **Working at Heights Policy**  The Board gave consideration to the Working at Heights Policy.  **RESOLVED:**  That the Working at Heights Policy be approved.  **Accessibility Plan**  The Board gave consideration to the Accessibility Plan.  **RESOLVED**:  That the Accessibility Plan be approved.    **Attendance & Collection of Children Policies**  The Board gave consideration to the Attendance & Collection of Children Policies.  **RESOLVED:**  That the Attendance & Collection of Children Policies be approved.  **Suspension and Exclusions Policy**  The Board gave consideration to the Suspension and Exclusions Policy.  **RESOLVED**:  That the Suspension and Exclusions Policy be approved.  **Gritting Policy**  The Board gave consideration to the Gritting Policy.  **RESOLVED**:  That the Gritting Policy be approved.  **Governor Induction Policy**  The Board gave consideration to the Governor Induction Policy.  **RESOLVED**:  That the Governor Induction Policy be approved.  **Freedom of Information Policy & Publication Scheme**  The Board gave consideration to the Freedom of Information Policy & Publication Scheme.  **RESOLVED**:  That the Freedom of Information Policy & Publication Scheme be approved.    **Lone Worker Policy**    The Board gave consideration to the Lone Worker Policy.  **RESOLVED**:  That the Lone Worker Policy be approved.    .  **Items of Any Other Business:**  Consideration was given by the Board to 4 items of Any Other Business:  **Homework Policy**  The Board considered the Homework Policy. They requested that further information be added with regard to how SEND (Special Educational Needs and Disabilities) children access their needs with regards to homework.  **RESOLVED:**  That the Homework Policy be approved subject to further information being included with regards to SEND children’s homework needs.  **Promotion of Good Behaviour**  The Board considered the Promotion of Good Behaviour Policy.  **RESOLVED:**  That the Promotion of Good Behaviour Policy be approved.  **Joining a MAT Questions**  The Board considered a series of questions regarding joining a larger MAT (Multi Academy Trust).  **RESOLVED:**  That the MAT questions be noted.  **Skills Audit**  The 2022/23 Skills Audit results were considered by the Board and it was noted that the Board continued to have a good spread of overall skills and experience. It was agreed that business and financial experience continued to be important skills and the new Parent Director’s advert (Minute 14 above) should reflect this.  **RESOLVED:**  That the Skills Audit results be noted**.**  **Agenda Items for Next Meeting:**  Standing Items/Policies/Healthy Lifestyle Survey  **Ofsted - Infants**  The Board wished to formally provide their congratulations to the staff for the recent Good Ofsted inspection and asked that this be passed on via the Head Teacher.  **Approval** **of Documents for Public Inspection**    **RESOLVED:**  That the Agenda, supporting documents and approved Minutes be made available for public inspection with the exception of any papers/reports relating to Minute 4 above: Management Accounts due to their commercial sensitivity in accordance with article 125 c. and Minute 6 above: Data as it may be possible to identify a pupil due to the nature of the cohort reported upon (although no names are included in the data) and therefore should be formally excluded from public inspection in accordance with article 125 c.  **Date & Time of Next Meeting**  That the next meeting of the Board be held on 20th March 2023 at 5.30 pm.  The Board of Trustees thanked Mrs Hawksby for commitment to Abbey School and in particular in her role as Clerk to the Board of Trustees. She will be missed  **The meeting concluded at 7.00 pm**  Approved by the Governing Body  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature (Chair): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ***Head***  ***Teacher***  ***Head***  ***Teacher/***  ***Governance***  ***Professional***  ***Head***  ***Teacher/***  ***Governance***  ***Professional***  ***Governance***  ***Professional***  ***Governance***  ***Professional***  ***Governance***  ***Professional/***  ***Head Teacher***  ***Head***  ***Teacher***  ***Head***  ***Teacher***  ***Head***  ***Teacher***  ***Head***  ***Teacher***  ***Head***  ***Teacher***  ***Head***  ***Teacher***  ***Head***  ***Teacher***  ***Head***  ***Teacher***  ***Head***  ***Teacher***  ***Head***  ***Teacher***  ***Head***  ***Teacher***  ***Head***  ***Teacher***  ***Head***  ***Teacher***  ***Governance***  ***Professional***  ***Head***  ***Teacher***  ***Governance***  ***Professional***  ***Governance Professional*** |

Note: the CQ abbreviation stands for – Challenging Question by the Board.