

The Federation of Abbey Schools Academy Trust

Governing Body Minutes

Date & Time: 5.15 pm on Monday 10th December 2018.

Present Governors: Mrs E de la Motte (Chair), D Bailey, Mr J Briggs, Dr L Bryant, Mrs V Folkes, Mr M Fryer, Mrs R Hall, Mrs C Marley, 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 P Bibby • Mrs R Kershaw • Mr N Little • 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 19 below refers.)</p> <ul style="list-style-type: none"> • Deferred Entry • EFSA letter to Accounting Officers September 2018 • Head Teachers' Letter - Funding 	
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 three declarations of personal or pecuniary interests declared in relation to Minute 9 and the following people left the meeting during discussion of that item:</p> <ul style="list-style-type: none"> • Mr J Briggs • Mrs J Scott • Mrs C Stow Smith 	

	<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. Approval of Minutes</p> <p>a) Approval of Minutes – Monday 10th September 2018 and 7th November 2018.</p> <p>RESOLVED:</p> <p>That the Minutes of the meetings of the Governing Body meetings held on Monday 10th September 2018 and 7th November 2018 be confirmed and signed as accurate records by the Chair.</p> <p>b) Matters Arising –</p> <p>It was noted that in relation to Minute 6 b.) Governor Mrs C Marley had met with Mrs V Folkes (Deputy Head Teacher) to investigate further how the ethos of ‘Rights Respecting’ could be maintained in the PHSE curriculum. Governor Mrs Marley advised that the ‘Rights Respecting Ethos’ was embedded into the School’s policies such as the playground policy and classroom charters. The new Charities Committee also carried forward the principles of ‘Rights Respecting.’</p> <p>CQ Governors questioned how successful the ‘prep’ model of homework had been when trialled in some year groups? The Head Teacher advised that it was still being trialled and an assessment would be made as to whether to continue depending upon its success.</p> <p>5. Reports of Committees:-</p> <p>Leadership & Management Committee – Wednesday 17th October 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 17th October 2018.</p> <p>In relation to Minute 16 the Head Teacher reported on the draft new school motto, which he circulated at the meeting, and advised was still under consideration. The Head Teacher advised that he wished to set up a small working party of Governors to consider the motto further. He requested that any Governor wishing to partake should please contact him to indicate their interest in joining the working party.</p>	<p><i>Head Teacher</i></p>
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<p>Also with reference to Minute 16, the Head Teacher updated the Board with regards to the Nurse progress. He advised that EFSA (Education and Skills Funding Agency) and Ofsted approvals were still required.</p> <p>RESOLVED:</p> <p>That the issues considered and recommendations made by the Leadership & Management Committee held on the 17th October 2018 be noted.</p> <p>Finance Committee Minutes – Wednesday 7th November 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 7th November 2018.</p> <p>The Chair of Finance highlighted to the Board that in relation to Minute 10, guidance was being sought from ICT Systems on implementing an IT replacement strategy subject to budget constraints. It was noted that current ICT equipment was purchased subject to requirement and budgetary considerations. It was also confirmed that all ICT equipment in the Authority was currently logged.</p> <p>With reference to Minute 11, the Board were advised that the Condition Improvement Fund (CIF) which is an annual bidding round for eligible academies to apply for capital funding from the Department for Education, would not be accessed this year in relation to fencing. This was because any additional fencing bid would have to include improvements to the existing fencing which at present was not necessary. CCTV signs were currently working in relation to preventing intruders to the school. However investigations were being made into the feasibility of applying for the next round of grant funding to improving the fencing solely at the front entrance to the Infants' Reception classes.</p> <p>The Board were also advised by the Chair of Finance that in relation to the monthly budget summary report there was a current overspend of £15,500.</p> <p>RESOLVED:</p> <p>That the issues considered and recommendations made by the Finance Committee on the 7th November 2018 be noted.</p> <p>Teaching & Learning Committee – 28th November 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 28th November 2018.</p>

<p>6.</p> <p>7.</p> <p>CQ</p>	<p>It was highlighted by the Chair of the Teaching and Learning Committee that some changes had been made to the Committee's Terms of Reference. For example it was agreed by the Committee that a review of the success of SIP priorities from the previous academic year had already been considered by the Board. It would therefore be more focused for the Teaching & Learning Committee to amend its standing item to considering 'SIP Curriculum Content' at the Autumn Term meeting.</p> <p>RESOLVED:</p> <p>That the issues considered and recommendations made by the Teaching and Learning Committee held on the 28th November 2018 be noted.</p> <p>Chair's Report</p> <p>The Chair advised that there were no new issues to report.</p> <p>RESOLVED:</p> <p>That the Chair's report be noted.</p> <p>Head Teachers' Report</p> <p>The Head Teacher took the Board through his report which included:</p> <ul style="list-style-type: none"> • Statutory Reporting to the Governing Body • Admissions Information 2018/19 • Attendance Information • Pupil Premium • Special Educational Needs and Disabilities • Safeguarding • GDPR (General Data Protection Regulations.) • Self-Evaluation Form (SEF) Judgements • School Improvement Plan – 2018/19 (referred to updated action plans which were attached to the Agenda.) • Achievement and Standards • Staffing since September 2018 • Leadership & Management • Collaborative Work <p>The Head Teacher advised that there had been an increase in the number of reported verbal and aggressive behaviours. It was noted this was partly due to more accurate recording and that it was the same pupils rather than a number of pupils. Governors advised that it was hard to tell how many pupils were involved from the report and requested that the number be put in brackets within the Head Teacher's report in order to ascertain the number of pupils involved.</p>	
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	<p>The Head Teacher reported that there had been no reported near misses with regard to GDPR this term. He also advised the Board that investigations were being made, in conjunction with the Chair of the Finance Committee, into purchasing a new server. This would help decrease the requirement for any pen sticks within the school as it would allow a secure drive to be accessed when working outside of the Academy.</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <p>8. Management Accounts</p> <p>Further to Minutes 8 and 15 (Finance Committee 7th November 2018) it was noted that in line with the Financial Academies Handbook 2018 the Management Accounts were now being taken to the Board as well as the Finance Committee. It was reported that the cash flow was in a healthy position. It was noted that going forward in March there would be a slight drop as some of the Service Level Agreements were due for renewal at this time.</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <p>9. Head Teacher's Performance Management Review</p> <p>The Chair of the Finance Committee and Pay Review Sub-Committee reported to the Board on the Head Teacher's Performance Review. This had been conducted by the Pay Review Sub-Committee and an external adviser on the 19th October 2018.</p> <p>He reported that the Head Teacher had met and exceeded his targets. The Head Teacher's pay had therefore been moved two points up the pay scale and it was confirmed that this was in budget.</p> <p>RESOLVED:</p> <p>That the Head Teacher's Pay be moved two points up the pay scale as targets had been met and exceeded.</p> <p><i>(Note: Mr J Briggs, Mrs J Scott and Mrs C Stow Smith declared a personal and pecuniary interest in the above item and left the meeting during discussion of this item.)</i></p>	<p>Human Resources</p>
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<p>10.</p> <p>CQ</p> <p>CQ</p>	<p>School Improvement Plan Update</p> <p>With reference to Minute 7 above, the Board had already given consideration to the School Improvement Plan updates when considering the Head Teacher's report.</p> <p>Governors enquired whether there was a budget for the School Improvement Plan? The Head Teacher advised that £10,000 was allocated for this purpose. It was suggested that going forward it would be helpful to include the financial cost in the school improvement plans.</p> <p>Governors noted that some criteria was more specific than others and that it would be useful to consider what an objective observer would think? Some monitoring could also be seen to be more 'output' focused than 'input' focused. The Head Teacher advised that he would look at this in further detail.</p> <p>RESOLVED:</p> <p>a) That the report be noted</p> <p>b) That going forward the financial cost be included in the School Improvement Plans and that the School Improvement Plans be refined as suggested in paragraph 3 above.</p>	
<p>11.</p>	<p>Aims and Ethos</p> <p>With reference to Minute 5 above, the Board had already given consideration to progressing with the school motto and that Governors would form a working party to develop the aims and ethos further.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	
<p>12.</p>	<p>Governance Day and Governors' observation report back</p> <p>The Chair advised that the 'Governance Day' held on the 7th November 2018 had been very positive and informative from a Governor perspective. It would also be useful to gain the Teacher's perspectives.</p> <p>She advised that it would be desirable to hold two of these days throughout an academic year. It was important to note these days would facilitate Governors in gathering knowledge and provide challenge, but were not intended to monitor teaching which is the responsibility of senior leadership within the school. It was agreed that these days should encourage a partnership between the Teachers and Governors. She reported that the Teaching & Learning Committee suggested that the day could be re-named 'Governors' Learning Day.'</p>	

	<p>She reported on Governors' feedback reports from the day and it was agreed that once the Head Teacher had opportunity to answer any resulting questions then they would be placed on the Governors' Learning Platform for information.</p> <p>RESOLVED:</p> <p>That the report be noted and that the feedback reports from Governors would be placed on the Governors' Learning Platform once the Head Teacher had opportunity to answer any resulting questions.</p> <p><i>(Note: Governors Mrs E de la Motte and P Willson left the meeting at approximately 6.25 pm and Dr L. Bryant was in the Chair for the remainder of the meeting.)</i></p> <p>13. Consideration to Increasing the membership of Board and Members.</p> <p>The Board gave consideration to increasing the membership of the Board and Members. The Clerk reported on the current numbers of Directors and Members for the Federation of Abbey Schools Academy Trust. It was noted that there were a number of Directors whose 4 year terms of office were due to expire in the summer term and advised that they could be re-appointed subject to their willingness to continue at the appropriate time.</p> <p>The Clerk also advised that due to the retirement of Governor Mrs D Leigh at the end of the last Academic Year the Academy now had four Members and that it was desirable that this should be increased to at least five. This was because that although the School currently complies with its Articles, which require only three Members, the DfE now recommends at least five members.</p> <p>RESOLVED:</p> <p>a) That at present the number of Directors remain the same at 15.</p> <p>b) That further investigations be made into how to increase the number of Members and reported back to the Board in the Spring Term.</p> <p>14. Current Pupil Numbers on Roll</p> <p>The current numbers on roll for each year group in the school were considered by the Board. .</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	<p><i>Head Teacher/ Clerk</i></p> <p><i>Clerk</i></p>
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<p>15.</p>	<p>Spring Term Meeting Dates</p> <p>Consideration was given by the Board to the Spring Term meeting dates.</p> <p>RESOLVED:</p> <p>a) That the Spring Term meeting dates and times be approved.</p> <p>b) That the Clerk circulate the revised dates and place them on the Governor Learning Platform.</p>	<p><i>Clerk</i></p>
<p>16.</p>	<p>Health & Safety Accident Statistics</p> <p>The Board received the Health & Safety accident statistics report.</p> <p>RESOLVED:</p> <p>That the Health & Safety accident statistics be noted.</p>	
<p>17.</p>	<p>Annual Review of Decision Planner</p> <p>It was noted that the Decision Planner was currently being updated.</p> <p>RESOLVED:</p> <p>That the Decision Planner be brought back to the next meeting of the Board on the 4th February 2019.</p>	<p><i>Clerk</i></p>
<p>18.</p>	<p>School Meals Debt Policy</p> <p>Consideration was given to the School Meals Debt Policy and Procedure.</p> <p>RESOLVED:</p> <p>That the School Meals Debt Policy and Procedure be approved.</p>	
<p>19.</p>	<p>Items of Any Other Business:</p> <p>Deferred Entry</p> <p>The Head Teacher verbally reported that the Academy had received a request for a Deferred Entry into the School which fit the current criteria for deferral.</p> <p>RESOLVED:</p> <p>That the Deferred Entry be approved as it fit the current criteria.</p>	

	<p>EFSA letter to Accounting Officers September 2018</p> <p>The Head Teacher reported on a letter received from the EFSA to Accounting Officers.</p> <p>RESOLVED:</p> <p>That the letter be noted by the Board.</p> <p>Head Teachers' Letter - Funding</p> <p>The Head Teacher circulated at the meeting a letter that was intended to be circulated to all parents/carers from local primary school Head Teacher's requesting their support in backing a petition to parliament for increased funding.</p> <p>RESOLVED:</p> <p>That approval be given for the letter to be sent to all parents at the School.</p>	
20.	<p>Agenda Items for the next meeting of the Governing Body</p> <ul style="list-style-type: none"> • Current Numbers on Roll • Management Accounts • Members • Decision Planner 	<i>Clerk</i>
21.	<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 with the exception of any papers relating to item 7 : GDPR report as there are named members of staff in accordance with article 125 a.) and Item 8: Management Accounts due to their commercial sensitivity in accordance with article 125 c.)</p>	<i>Clerk</i>
22.	<p>Date & Time of Next Meeting</p> <p>RESOLVED:</p> <p>That the next meeting of the Committee be held on Monday 4th February 2019 at 5.30 pm.</p>	<i>Clerk</i>

	<p>The Meeting concluded at 7.10 pm</p> <p>Approved by the Governing Body</p> <p>Date: _____</p> <p>Signature (Chair): _____</p> <p>Name: _____</p>	
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