

The Federation of Abbey Schools Academy Trust

Governing Body Minutes

Date & Time: 5.30pm on Monday 10th September 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, 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>Election of Chair for the ensuing Academic Year</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 for the ensuing Academic Year.</p> <p>RESOLVED:</p> <p>That Mrs E de la Motte be appointed Chair for the ensuing Academic Year.</p> <p><i>(Note: Mrs E de la Motte in the Chair for the remainder of the meeting.)</i></p>	
2.	<p>Election of Vice-Chair for the ensuing Academic Year</p> <p>Nominations were sought and received for the position of Vice-Chair for the ensuing Academic Year.</p> <p>RESOLVED:</p> <p>That Mrs R Kershaw be appointed as Vice-Chair for the ensuing Academic Year.</p>	
3.	<p>Apologies for Absence</p> <p>Apologies of absence were received and accepted from:-</p> <ul style="list-style-type: none"> • Mr P Bibby • Mr N Little 	

<p>4.</p>	<p>Notification of Items of Other Business</p> <p>With the permission of the Chair one item of other Business was agreed to be discussed by the Board:</p> <p>Pre-School</p> <p>(Minute 7 below refers.)</p>	
<p>5.</p>	<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>Automatic Disqualification</p> <p>There were no updates reported by Charity Trustees.</p>	
<p>6.</p>	<p>Approval of Minutes</p> <p>a) Approval of Minutes – Monday 9th July 2018.</p> <p>RESOLVED:</p> <p>That the Minutes of the meeting of the Board held on Monday 9th July 2018 be confirmed and signed as an accurate record by the Chair.</p> <p>b) Matters Arising –</p> <p>In relation to Minute 4 a.) Governor Mrs C Marley would be meeting with Mrs V Folkes (Deputy Head Teacher) to investigate further how the ethos of ‘Rights Respecting’ could be maintained in the PHSE curriculum and report back to the Board.</p> <p>With reference to Minute 5 b.) the Head Teacher advised a ‘Governance Day’ was scheduled to be held on the 7th November 2018, with a timetable to be drawn up for events that day. He further reported that the Chair and he would be drawing up a Governor SIP/curriculum observations timetable.</p>	<p><i>Head Teacher</i></p> <p><i>Chair</i></p>
<p>CQ</p>	<p>Governors questioned whether the ‘prep’ model of homework was being used. The head Teacher advised it will be trialed in some</p>	

	<p>year groups, for example Early Years will trial reading before discussing in class. The whole school would be concentrating on reading homework and homework would also focus on the children's recall of times table facts.</p> <p>7. Item of Any Other Business: Pre-School</p> <p>Further to Minute 18 (9th July 2018 Governing Body), the Head Teacher updated the Board with regard to progress for Pre-School provision. A further meeting would be held this term with the potential providers and group of Governors. It was noted that any form of agreement must ensure quality assurance and safeguarding issues were fully addressed.</p> <p>RESOLVED:</p> <p>That the report be noted and further progress be reported back to the Board.</p> <p>8. Current numbers on Roll</p> <p>Further to Minute 9 (Governing Body 9th July 2018) the current numbers on roll for each year group was circulated at the meeting.</p> <p>The Head Teacher advised that the School's Open Day was scheduled for the 8th November 2018.</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <p>9. Overview of school assessments (including SATS results)</p> <p>The Head Teacher provided an overview of school assessments and SATS results.</p> <p>CQ He advised that progress scores for Year 6 were good. Governors questions as a whole whether there was still a focus on writing? The Head Teacher advised progress had been better, but that writing in the school now needed to be more curriculum based. Governors' noted that reading had dropped slightly. The Head Teacher advised the School was currently trialling accelerated reading, an online comprehension which helped ensure children were challenged at the appropriate level.</p> <p>With regard to Early Years the Governors' noted that the progress step of 'good level of development' had increased, whilst 'exceeded' had decreased slightly.</p>	<p><i>Head Teacher/ Governors</i></p>
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<p>10.</p> <p>CQ</p>	<p>The Chair of Governors advised it was strong set of data for the school as a whole, but it was noted that the next set of data would be important for re-affirming these levels of progress.</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <p>School Improvement Plan (SIP) and Self Evaluation Forms (SEF's)</p> <p>The School Improvement Plan for 2018/19 was considered by the Board. The new SIP set out the following 5 key priority areas with corresponding layered targets:-</p> <ul style="list-style-type: none"> • Early Years • Writing • Middle Leadership • PHSE • SEND <p>The monitoring of the school priorities by Governors as identified in the SIP was vital. Governors were therefore linked to each of the 5 priorities and would report back at future Governing Body meetings. With reference to Minute 6 b.) above, the Chair and Head Teacher would be drawing up a timetable for Governor observations and Teachers would also be available on the Governance Day.</p> <p>Consideration was also given by the Board to the Infants' SEF. It was noted that the Junior SEF was in the process of being updated and would be very similar to the infants'. Governors' requested that 'enhanced well-being and resilience' of pupils be highlighted in the SEF's as it was a priority in the current SIP.</p> <p>RESOLVED:</p> <p>a) That the new 2018/19 SIP and Infants' SEF be noted and be placed on the Governors' Learning Platform once updated.</p> <p>b) That the following Governors be linked to the 5 priority areas as identified in the SIP and monitor/ report back to the Board :-</p> <p><u>Early Years</u> - Clare Marley and Helen Parkinson</p> <p><u>Writing</u> - Emma de la Motte and Mike Fryer.</p> <p><u>Middle Leadership</u> – David Bailey, Peter Bibby and Nigel Little.</p>	<p><i>Head Teacher/ Clerk</i></p> <p><i>Governors</i></p>
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	<p><u>PHSE</u> – Catherine Stow Smith and Rita Hall.</p> <p><u>SEND</u> – Jodie Scott and Rachel Kershaw.</p> <p>c) that ‘enhanced well-being and resilience’ of pupils be highlighted in the Infant and Junior SEF’s as it was a priority in the current SIP.</p> <p>11. Pupil Premium and P.E/Sports Funding Information – Review of previous year and plan for the next Academic Year</p> <p>Consideration was given by the Board to the pupil premium statement for 2017/18 and 2018/19.</p> <p>CQ Governors enquired whether after school activities were channelled to pupil premium pupils? The Deputy Head Teacher advised that they were open to all children. It was agreed that the school could consider targeting pupil premium families more directly to invite children to participate in after school activities in order to build upon their self-esteem and learning.</p> <p>CQ Consideration was also given by the Board to the sports premium/P.E funding for 2017/18 and 2018/19. The Governors enquired whether these activities were mainly available in the Juniors? The Head Teacher advised that the new Sports Coach was working on both sites with more clubs available this academic year to the Infants and not solely the Juniors.</p> <p>CQ Governors also enquired whether less active pupils were targeted in the school? The Head Teacher advised that the Sports Coach could target cohorts in the school.</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <p>(Note: Governor Mrs R. Kershaw left the meeting at 7.15 pm.)</p>	<p>Head Teacher</p> <p>SLT</p>
<p>12.</p>	<p>Child Protection Policy</p> <p>The Head Teacher advised that this policy had been brought back to the Board as it included important updates in relation to the new updated ‘Keeping Children Safe in Education 2018’.</p> <p>In addition the Deputy Head Teacher (Mrs Folkes) circulated ‘Keeping Children Safe in Education 2018’ to all Governors present at the meeting for their information and retention.</p> <p>RESOLVED:</p> <p>That the report be noted and the Clerk provide the two Governors who had submitted their apologies for this meeting with a signed for copy of ‘Keeping Children Safe in Education’.</p>	<p>Clerk</p>

13.	<p>Governor Business Interest Pro- formas</p> <p>The Clerk confirmed receipt of the majority of Business Interest pro-formas from all Directors for the 2018/19 Academic Year and advised that these would be published on the School web-site. Any remaining pro-formas would be returned to the Clerk as soon as possible. It was noted any updates that might occur through the year must be provided to the Clerk as soon as possible.</p> <p>RESOLVED:</p> <p>That the 2018/19 be updated and published on the school web-site.</p>	<i>Clerk</i>
14.	<p>Structure of the Governing Body 2018/19</p> <p>The current structure of the Governing Body for the 2018/19 Academic year was noted by the Board.</p> <p>RESOLVED:</p> <p>That the report be noted and be brought back to the 10th December 2018 meeting of the Board to consider whether new Governors' should be recruited.</p>	<i>Clerk</i>
15.	<p>Annual Review of Committee Memberships 2018/19</p> <p>Consideration was given to the annual review of the committee memberships. A copy of the current committee memberships was attached to the Agenda.</p> <p>RESOLVED:</p> <p>That the 2018/19 committee membership be approved as set out at Appendix A to these minutes.</p>	<i>Clerk</i>
16.	<p>Agenda Items for the 10th December 2018 Board meeting:</p> <ul style="list-style-type: none"> • Current pupil numbers on roll. • Governing Body Structure/membership • Spring Term meeting dates. 	<i>Clerk</i>
17.	<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>	<i>Clerk</i>

<p>18.</p>	<p>Date & Time of Next Meeting</p> <p>RESOLVED:</p> <p>That the next meeting of the Governing Body be held on Monday 10th December 2018 at 5.30pm.</p> <p>The Meeting concluded at 7.45 pm</p> <p>Approved by the Governing Body</p> <p>Date: _____</p> <p>Signature (Chair): _____</p> <p>Name: _____</p>	<p><i>Clerk</i></p>
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Note: the CQ abbreviation stands for – Challenging Question by the Board.

Committee Memberships 2018/19

Leadership & Management

David Bailey

Jonathan Briggs

Emma de la Motte

Mike Fryer

Vicky Folkes

Jodie Scott

Rachel Kershaw

(7 Total)

Finance

Jonathan Briggs

Laurence Bryant

Rita Hall

Mike Fryer

Helen Parkinson

Peter Willson

(6 Total)

AUTUMN TERM

Teaching & Learning Committee

Peter Bibby

Jonathan Briggs

Laurence Bryant

Clare Marley

Emma de la Motte

Mike Fryer

Nigel Little

Catherine Stow Smith

(8 Total)