

The Federation of Abbey Schools Academy Trust

Governing Body Minutes

Date: Monday 12th December 2022 at 5.00 pm

Present Governors: Mrs E de la Motte, Mr J Briggs, Dr L Bryant, Mr M Fryer, Mrs N McDowell, Mrs R Kershaw, Mr N Little and Mr G Buchanan.

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

<u>ITEM</u>	<u>DESCRIPTION OF DISCUSSION</u> <u>(Note meeting held in person: Junior Staff Room, Junior Building, The Federation of Abbey Schools.)</u>	<u>ACTION BY</u>
1.	<p>Apologies for Absence</p> <p>Apologies were received and accepted from Directors Mrs C Stow Smith and Mrs S Howe.</p>	
2.	<p>Notification of Items of Other Business</p> <p>There were no items of any other business.</p>	
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><i>(Note: With the permission of the Chair It was agreed to consider the following 2 items next from the Agenda.)</i></p> <p>4. Financial Procedures</p> <p>Further to Minute 10 (Audit & Finance Committee 13th October 2022) consideration of the Financial Procedures had been deferred to this meeting of the Board.</p> <p>Consideration was given to the following addition to the Financial Procedures :-</p> <p>‘All invoices and credit notes will be posted to the ledger on a timely basis. If there are delivery/price queries on an invoice, these invoices will be kept separately by the SBM so that the queries can be cleared, and invoices can be accrued into the accounts to ensure cut-off is correct and that invoices/CN are recorded in the correct period’.</p> <p>In addition it was recommended that it be included in the petty cash/non order payment system for small cash items be set up to a limit of £30. In exceptional emergency circumstances the £30 may be exceeded, however prior approval must be obtained.</p> <p>RESOLVED:</p> <p>That the additions, as detailed above, for the Financial Procedures 2022/23 be approved and the updated procedure be placed on the school web-site.</p> <p>5. Management Accounts and Autumn Term Budget Monitoring Report</p> <p>Mrs C Hurworth (EPM) provided an update on the September and October 2022 Management Accounts which were noted by the Board.</p> <p>She also provided an Autumn Term budget monitoring report for the Board. She advised upon the key variance and risks to the budget. This included reporting upon additional increased SEN (Special Educational Needs) funding. She advised the P.E (Physical Education) grant had now been confirmed for 2022/23 and had subsequently now been included in the current budget. The increase in the Teacher pay and Support Staff pay costs, due to the recent increased pay awards, were noted by the Board. It was also noted that energy costs had been projected for and were included in the current budgets. Energy relief from the Government had no yet been announced.</p>	<p><i>Mrs C.Hurworth/ Governance Professional</i></p>
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	<p>Key performance indicators were reported and noted by the Board. The Board also noted that the Trust remained a 'going concern' as required by the DfE (Department for Education).</p> <p>RESOLVED:</p> <p>That the Board:</p> <ul style="list-style-type: none"> a) Noted the financial updates and budget pressures which will have a negative effect on the Trust's financial plans; b) Noted the 2021/22 provisional revenue and capital outturn position; c) Noted the 2022/23 management accounts and agree any corrective action needed; d) Confirmed receipt of the monthly management accounts, cash flows, balance sheets, aged debtors and creditors reports e) Noted the progress against key performance indicators; f) Noted other sector updates. <p><i>(Note: Mrs N McDowell arrived at the meeting at 5.30 pm and Mrs C.Hurworth left the meeting at 5.40 pm.)</i></p> <p>6. Approval of Minutes</p> <p>a) Approval of Board Minutes – Monday 22nd September 2022 and Wednesday 16th November 2022.</p> <p>RESOLVED:</p> <p>That the Minutes of the meeting of the Board held on Monday 22nd September and Wednesday 16th November 2022 be confirmed and signed as an accurate record by the Chair.</p> <p>b) Matters Arising –</p> <p>There were no matters arising from consideration of the above minutes.</p> <p>7. Reports of Committees:</p> <p>a.) Audit & Finance Committee - 13th October 2022</p> <p>The Vice Chair of the Audit & Finance Committee reported on the issues and key recommendations from the meeting held on the</p>	<p><i>Directors</i></p>
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<p>8.</p>	<p>13th October 2022. Arising from consideration of Minute 7 of the Audit & Finance Committee the Head Teacher advised the Board that investigations had been made by the Business Team looking at the School's current investments to see if there was any merit at the current time of closing 1 year early and reinvesting under the current higher interest rates (checking if there is any penalty clause). He advised that at the current time the reinvestment was not possible as the current investments could not be renewed until the Summer.</p> <p>RESOLVED:</p> <p>That the issues and key recommendations from the Audit & Finance Committee meeting held on the 13th October 2022 be noted.</p> <p>b.) Pay Review Sub-Committee Minutes 22nd November 2022</p> <p>The Vice Chair of the Audit & Finance Committee reported on the issues and key recommendations from the Pay Review Sub-Committee meeting held on 22nd November 2022.</p> <p>RESOLVED:</p> <p>That the issues and key recommendations from the Pay Review Sub-Committee meeting held on the 22nd November 2022 be noted.</p> <p>c.) Teaching & Learning Committee – 9th November 2022</p> <p>The Chair of the Teaching & Learning Committee reported on the issues and key recommendations from the meeting held on the 9th November 2022.</p> <p>The Chair of the Teaching & Learning Committee advised that Mrs J.Scott (Business Team) had provided the Committee with a very informative presentation regarding how the school was addressing staff well-being and would be reporting back to the Committee in the Summer Term on this issue.</p> <p>RESOLVED:</p> <p>That the issues and key recommendations from the Teaching & Learning Committee meeting held on the 9th November 2022 be noted.</p> <p>Presentation SEN (Special Educational Needs)</p> <p>The SENCO (Special Educational Needs Co-ordinator) provided the Board with a verbal overview of the current SEN (Special Educational Needs) provision within the school. It was noted that both the Juniors' Nurture Group and Infants' Sensory Group were going very well and the long term plan was to help transition the children back into mainstream classes. Funding, as for all</p>	
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	<p>schools, remained a challenge but the provision for SEN pupils remained strong. The SENCO was continuing to upskill the present Teaching Assistants in various therapies and skills.</p> <p>RESOLVED:</p> <p>That the presentation be noted.</p> <p><i>(Note: Director Dr L Bryant arrived at the meeting at approximately 6.00 pm.)</i></p> <p>9. Chair’s Report</p> <p>The Chair advised she had no new updates to report.</p> <p>RESOLVED:</p> <p>That the Chair’s report be noted.</p> <p>10. Head Teacher’s Report</p> <p>The Head Teacher provided an update report on key school issues. He advised on current attendance information at the meeting, which remained good.</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <p>11. Safeguarding</p> <p>The Head Teacher reported on the latest safeguarding updates. It was noted that Director R. Kershaw had monitored safeguarding this term. She had met with the Deputy Head Teacher (Mrs V Folkes) and discussed safeguarding procedures within school to ensure compliance with the statutory requirements. She also observed a Year 3 and 4 e-safety assembly and spoke to a group of year 3 pupils about safeguarding and personal development.</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <p>12. Governors’ Monitoring – October/November 2022</p> <p>The Head Teacher advised that a number of Directors had been into school in October/November this term in relation to their monitoring role.</p>	
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<p>14.</p>	<p>Current Numbers on Roll</p> <p>The current numbers on roll for each year were considered by the Board. Current numbers on roll were noted to be good.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	
<p>15.</p>	<p>Health & Safety Accident Statistics</p> <p>The latest Health & Safety Accident statistics were noted by the Board.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	
<p>16.</p>	<p>Training Feedback and MAT</p> <p>It was noted that no training had been undertaken this term, however presentations had been provided to Directors with regard to SEN (Special Educational Needs) and staff-wellbeing (Minutes 7 c. and 8 above refer.)</p> <p>Directors had also attended this term a general discussion on MAT (Multi Academy Trusts) development.</p> <p>It was agreed at this Board meeting that a number of working groups would be formed in order to help support examining MAT development.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> a) That the report be noted. b) That the working groups as detailed above meet within the next Academic term. 	<p><i>Directors/ Head Teacher</i></p>
<p>17.</p>	<p>Governor Report Backs –</p> <ul style="list-style-type: none"> a) Central Record for Recruitment & Vetting – Director M Fryer verbally advised that he had been in to School to meet with the Business Team Manager (Mrs C Rochester) this Autumn term and viewed the Central Record for Recruitment and Vetting. No issues had been identified and it was statutorily compliant. 	

	<p>b) Health & Safety – Director M.Fryer verbally advised that he had been into school this Autumn Term and spoken to J.Scott (Business Team). He had also undertaken a Health & Safety walk around the school premises. No issues had been identified and Health & Safety in the school was statutorily compliant.</p> <p>c) Professional Governance Arrangements – Director R Kershaw undertook a meeting with the Governance Professional (Mrs L Hawksby) to consider the professional governance arrangements for the Trust. Her report back was considered by the Board and it was noted that the arrangements were compliant and robust. It was noted that succession planning is of high consideration.</p> <p>RESOLVED:</p> <p>a) That the above Governor Report backs be noted.</p> <p>b) That it be noted that the Premises report back had been previously submitted to 22nd September 2022 Governing Body (Minute 12, Governing Body 22nd September 2023 refers).</p> <p>18. Performance Management Report (including Head Teacher’s Performance Review)</p> <p>As previously noted at Minute 7 b.) above Director L Bryant reported to the Board that the Pay Review Sub-Committee had met on the 22nd November 2022 and that pay progression for teaching staff had been approved as all targets had been met.</p> <p>He further advised that the Head Teacher’s Performance Review was been earlier in the term with members of the Pay Review Sub-Committee and external advisor Mr D.Lowes. He advised that the Head Teacher’s performance objectives for 2021-22 had all been met and his pay progression therefore approved.</p> <p>The Head Teacher’s objectives for 2022-23 had been set and were linked to the current School Improvement Plan (SIP).</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <p>19. Board Membership</p> <p>Further to Minute 20 (Governing Body 22nd September 2022) the Board reviewed the current structure of the Board. After careful consideration they agreed that two additional new parent Governor Directors should be advertised for and if there were</p>	
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	<p>more applicants than vacancies a Parent Director election should be held.</p> <p>RESOLVED:</p> <p>That a draft advert for two new Parent Director and potential election process (should an election process be required) be brought back to the next meeting of the Board scheduled for the 30th January 2023.</p> <p>20. Presentation slides – Schools North East Academisation Event</p> <p>Consideration was given by the Board to presentation slides from the North East Academisation event held in October 2022.</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <p>21. IT Systems Broadband filtering categories and Cyber Response and Recovery Plan</p> <p>Consideration was given by the Board to IT Systems broadband filtering categories and Cyber Response and Recovery Plan. The Board requested that information be added to the Cyber Response and Recovery Plan regarding the testing of the systems which are undertaken.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> a) That the IT Systems Broadband filtering categories and Cyber Response and Recovery Plan be approved. b) That information be added to the Cyber Response and Recovery Plan regarding the testing of the systems which are undertaken. <p>22. GDPR Policies</p> <p>Consideration was given by the Board to the General Data Protection Policies (GDPR).</p> <p>RESOLVED:</p> <p>That the GDPR policies be approved.</p>	<p><i>Governance Professional</i></p> <p><i>Head Teacher</i></p> <p><i>Head Teacher</i></p>
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<p>23.</p>	<p>Menopause Policy</p> <p>Consideration was given by the Board to the Menopause Policy.</p> <p>RESOLVED:</p> <p>That the Menopause Policy be approved.</p>	<p><i>Head Teacher</i></p>
<p>24.</p>	<p>Paternity Maternity and Adoption Support Leave Policy</p> <p>Consideration was given by the Board to the Paternity Maternity and Adoption Support Leave Policy.</p> <p>RESOLVED:</p> <p>That the Paternity Maternity and Adoption Support Leave Policy be approved.</p>	<p><i>Head Teacher</i></p>
<p>25.</p>	<p>Agenda Items for Next Meeting:</p> <p>Standing Items/ Parent Director Vacancies Report/ Policies</p>	<p><i>Governance Professional</i></p>
<p>26.</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 with the exception of any papers/reports relating to Minute 5 above: Management Accounts and Autumn Term Budget Monitoring Report due to their commercial sensitivity in accordance with article 125 c and Minute 15 above: Health & Safety Accident Statistics due to the possibility of identifying a person due to the nature of the accident and therefore should be formally excluded from public inspection in accordance with Article 125 c.</p>	<p><i>Governance Professional</i></p>
<p>27.</p>	<p>Date & Time of Next Meeting</p> <p>That the next meeting of the Board be held on the 30th January 2023 at 5.30 pm.</p>	

