

The Federation of Abbey Schools Academy Trust

Governing Body Minutes

Date: Monday 13th September 2021 at 5.30 pm

Present Governors: Mrs E de la Motte, Mrs R Kershaw, Mrs J Briggs, Dr L Bryant, Mrs N McDowell, Mrs R Hall, Mr N Little Mrs C Stow Smith, Mrs S Howe 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>Election of Chair for the ensuing Academic Year</p> <p>The Governance Professional 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>	<i>Governance Professional</i>
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>	<i>Governance Professional</i>
3.	<p>Apologies for Absence and Format of Meeting</p> <p>Apologies were received and accepted for Director M.Fryer.</p>	

<p>4.</p>	<p>Notification of Items of Other Business</p> <p>There were 2 items of other business (Please refer to the minute 29 below) :</p> <ul style="list-style-type: none"> • SEND Policy and SEND Information Report • Promotion of Good Behaviour and Anti Bullying Policy 	
<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 Declaration reminder for Charity Trustees.</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 1st July 2021</p> <p>RESOLVED:</p> <p>That the Minutes of the meeting of the Board held on Monday 1st July 2021 be confirmed and signed as an accurate record by the Chair.</p> <p>b) Matters Arising –</p> <p>Arising from consideration of Minute 16 (Governor Training) from the above minutes, it was agreed that during this first Autumn half term Ofsted training would be provided by the Head Teacher via a zoom training session for all Directors.</p>	<p><i>Head Teacher</i></p>

<p>7.</p>	<p>Head Teacher's Report</p> <p>The Head Teacher provided an update report on key school issues.</p> <p>A copy of the Operational Covid 19 risk assessment on re-opening of the full school was attached for the Board's considerations and approval. Also attached was the Contingency and Organisational Plan for September 2021, which outlined how the school would operate with all pupils in attendance during the Autumn term and the measures which would be put in place to ensure the school community is safe and supported.</p> <p>Also attached was a pupil premium review for the Board's consideration (please refer to minute 16 below)</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> a) That the report be noted. b) That the Operational Covid 19 risk assessment on the reopening of the full school and the Contingency and Organisational Plan for September 2021 be approved. 	<p><i>Head Teacher</i></p>
<p>8.</p>	<p>Letter to Accounting Officers July 2021 - from Eileen Milner, chief executive and accounting officer of the Education and Skills Funding Agency (ESFA).</p> <p>The Board gave consideration to the letter to Accounting Officers July 2021 from Eileen Milner, chief executive and accounting officer of the Education and Skills Funding Agency (ESFA).</p> <p>The letters covers key responsibilities of financial management and governance, including reference to the new Academy Handbook.</p> <p>RESOLVED:</p> <p>That the letter to Accounting Officers from Eileen Milner, chief executive and accounting officer of the Education and Skills Funding Agency (ESFA), be noted.</p> <p><i>(Note: with the permission of the Chair It was agreed to consider the following items from the Agenda next - Annual Report and Current Numbers on Roll.)</i></p>	

9.	<p>Annual Report</p> <p>Further to Minute 14 (Governing Body 1st July 2021) the Chair advised that Director R Kershaw would be in contact with the Governance Professional (Mrs L Hawksby) later this term in order to help progress the draft report further.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	<p><i>Director R Kershaw/ Governance Professional</i></p>
10.	<p>Current Numbers on Roll</p> <p>The current numbers on roll for each year group was considered by the Board.</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <p><i>(Note: Mrs C.Hurworth arrived at the meeting at approximately 6.00 pm.)</i></p>	
11.	<p>Management Accounts</p> <p>Mrs C Hurworth (EPM) provided an update on the May and June 2021 Management Accounts. It was noted there was a deficit of approximately £40,000 year to date, as previously reported this was primarily due to the loss of income due to Covid related issues such as the reduction in catering income and the increase in expenditure for more staff required for the pupil 'bubbles' required in the After School Club/Breakfast Club.</p> <p>RESOLVED:</p> <p>That the Board confirmed receipt of the monthly management accounts, cash flow, balance sheet and aged debtors and creditors reports.</p>	
12.	<p>Academy Trust Handbook Report</p> <p>Mrs C Hurworth (EPM) provided an update on the key changes relating to the new Academy Trust Handbook 2021, how these affect the Federation of Abbey Schools Academy Trust and any actions that were needed to implement these changes. The new Academy Trust Handbook reflects the wider responsibilities of trustees, local governors and senior leaders including safeguarding, health and safety and estates management.</p>	

<p>RESOLVED:</p> <p>The Trust will ensure that appropriate action is taken in order to assure compliance with the new Academy Trust Handbook requirements including:-</p> <p>The Trust continues to ensure it has two parent trustees in post and it be noted that this was the current position being a requirement of the Academy's Articles of Association.</p> <p>The Trust will commission an external review of governance in line with the Department for Education's strong preference that such external reviews are conducted routinely as part of a wider programme of self- assessment and improvement.</p> <p>The Trust will continue to review controls against cyber-attacks and will monitor this through the Risk Register.</p> <p>The Trust, will ensure the appropriate checks on Members will continue to be carried out in terms of Section 128 prohibition and that it be noted by the Board that this is already carried out.</p> <p>Regular reporting to the appropriate committees in terms of safeguarding, health and safety and estates management will continue.</p> <p>Newly appointed accounting officers will only be made a trustee if members and the new accounting officer agrees to this role.</p> <p>In the event that the current accounting officer announces plans to leave the trust, trustees will approach the RSC in order to discuss future options, prior to any recruitment.</p> <p>Appropriate measures will continue to ensure the Trust, adheres to Disclosure and Barring Service regulation, and the need to comply with the Independent School Standards regulations.</p> <p>The Trust's scheme of delegation and finance policy, containing the financial scheme of delegation, will continue to be reviewed on an annual basis.</p> <p>The Trust does not currently have any employees for whom the disclosure regarding pay is relevant, however if this situation changes the website will be updated.</p> <p>The Trust's website will be further updated to highlight how access to governance documents is requested.</p> <p>The Trust will maintain its current governance arrangements to ensure the roles of Chair of Board and Chair of Finance and Audit are held by separate individuals.</p> <p>The Trust will retender the external audit contract at the end of the current arrangement during 21/22.</p>	<p><i>Directors/ SLT/ Finance Staff/ Governance Professional</i></p>
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13.	<p>Exclusion of agendas/papers/reports containing confidential or personal information/identification</p> <p>It was noted that in accordance with Article 125 any reports and papers are excluded from the public if they relate to a named teacher /person employed by the Academy(or proposed to be employed) or a named pupil or candidate for admission) to the academy or for any reason the Directors are satisfied should remain confidential.</p> <p>Consideration was given to retrospectively excluding to the public all Accident Health and Safety Accident Statistics Reports as although they do not name or identify pupils/staff and had never been made publicly available, it may be possible to identify 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>RESOLVED:</p> <p>That all Accident Health & Safety Statistics Reports be formally excluded from public inspection in accordance with article 125 c.</p> <p><i>(Note: Mrs C.Hurworth left the meeting at 6.25 pm)</i></p>	<p><i>Governance Professional</i></p>
14.	<p>Overview of school data</p> <p>The Head Teacher provided an overview of school data. He advised that despite the pandemic data was encouraging and the following was noted :</p> <p>Maths - was 10% down on pre pandemic levels Reading - apart from Year 2 was on track Writing - was between 5% and 10% down on pre-pandemic levels</p> <p>All senior leadership, subject leaders and teaching staff were working hard to address any actions identified arising from the data. The Board enquired whether extra work was being provided to pupils who were being targeted and whether other higher attaining children were also being challenged? The Head Teacher confirmed that this was correct.</p> <p>RESOLVED:</p> <p>That the data be noted.</p>	

CQ

<p>15.</p> <p>CQ</p> <p>CQ</p>	<p>School Development Plan (SDP) and Self Evaluation Forms (SEFs) – focus for the year and allocation of Director monitoring</p> <p>The Head Teacher reported on the School Development Plan (SDP) and the new priorities for the next 2 years.</p> <p>It included development plans identifying the following priorities on :</p> <p>Progress - following the pandemic the progress of some groups of learners has been affected more than other groups, the development plan is aimed at reducing the disparity.</p> <p>Wellbeing & Self-Regulation – one of the barriers to our curriculum intent is resilience and increased anxiety. This has been amplified by the effects of COVID. An important part of recovery from COVID is to ensure all members of our school community are resilient and we support them in looking after their mental health.</p> <p>Early Years – implementing effectively the new curriculum from September 2021</p> <p>Leadership & Management - to support and develop subject and middle leaders to embed the updated curriculum and ensure the consistent high quality delivery of the school's curriculum intent.</p> <p>The link Governors were identified on each development plan. It was agreed that Governor monitoring, Covid restrictions allowing, would be a mixture of coming in for learning days and hot desking. An e-mail would be sent out to Directors with suggested dates and timetable.</p> <p>It was noted that the Nurture Group had been very successful and the Board asked if there were any plans to expand numbers? The Head Teacher advised that going beyond the current numbers would negate the benefits of the Nurture Group and space within the school was an issue for consideration regarding further Nurture Groups.</p> <p>The Board enquired about whether links were made with secondary schools with regard to effective transition for pupils and it was confirmed there were very good links and transitions made with the local secondary schools.</p> <p>It was noted that the School Development Plans were now mirrored in the SEF (Self Evaluation Forms). The SEF had a new format making it easier to navigate and also had a new section on remote learning.</p> <p>RESOLVED:</p> <p>That the SDP's and SEF be approved.</p>	<p><i>Head Teacher</i></p> <p><i>Head Teacher</i></p>
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<p>16.</p>	<p>(Note: Director R. Kershaw arrived at the meeting at 6.50 pm)</p> <p>Pupil Premium and P.E/Sports Funding Information – Review of previous year and plan for the next Academic Year</p> <p>The Head Teacher advised that plans for this Academic year were not required to be updated until November following assessment of the new cohort and would therefore be taken to the January Board meeting instead. The most recent updates from the summer term were considered by the Board and also a draft review from the summer which had been included as an appendices to the Head Teacher’s report (Minute 7 above refers).</p> <p>Evidence of Impact of PE and Sports Premium 2021-22 was also considered and approved by the Board.</p> <p>RESOLVED:</p> <p>That the P.E /Sports Funding 2021- 22 be approved and that it be noted that further pupil premium plans would be brought back to The Board in the early Spring half term.</p>	<p><i>Head Teacher</i></p>
<p>17.</p>	<p>Risk Register</p> <p>Consideration was given to the following areas of risk contained within the Risk Register:</p> <ul style="list-style-type: none"> • Safeguarding/Child Protection – updated training had been noted on the register. • Health & Safety – no changes • Reputation – at No. 3 evidence should make reference to Seesaw/Tapestry. • Pandemic – it was agreed to keep this section in the Risk Register for the current time being as any risk associated with the pandemic was ongoing. <p>RESOLVED:</p> <p>That the Risk Register in the above areas be noted and changes approved.</p>	<p><i>Head Teacher</i></p>
<p>18.</p>	<p>Safeguarding</p> <p>The Head Teacher reported on the latest safeguarding updates. It was noted that emotional, health and wellbeing of the school community continued to be a whole school priority.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	

19.	<p>Admission Arrangements (for September 2023) and amendment to current admission arrangements (children adopted from state care outside of England.)</p> <p>Further to Minute 21 (1st July 2021 Governing Body) the Head Teacher advised that wording had been added to the current School Admissions Arrangements, regarding a requirement from the 1st September 2021 regarding Looked After Children and also in relation to children coming from care from abroad.</p> <p>Consideration was given by the Board to the Admission Arrangements for September 2023 which now included the above.</p> <p>RESOLVED:</p> <p>That the Admission Arrangements for 2023 be approved.</p>	<i>Head Teacher</i>
20.	<p>Directors' Code of Conduct - review/approval</p> <p>The Directors' Code of Conduct was reviewed by the Board and approved for 2021/22.</p> <p>RESOLVED:</p> <p>That the Directors' Code of Conduct for 2021/22 be approved and adopted by all Directors.</p>	<i>Directors</i>
21.	<p>Governor Business Interest Pro-formas - to confirm receipt and signatures from all Directors, Members and Senior Employees</p> <p>The Governance Professional confirmed that the majority of business and pecuniary interests had been received or 2021/22, with the remaining due to be received shortly. All were published on the school web-site.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	<i>Governance Professional</i>
22.	<p>Skills Audit</p> <p>Consideration was given by the Board to the results from their skills audit for 2021/22. The Skills Audit was important to help identify the skills needed by the Board having regard to the Department for Educations' competency framework for governance that sets out the knowledge, skills and behaviours required for effective governance.</p> <p>The skills audit is also a useful way of assessing the needs of the governing board to inform recruitment, succession planning and the training that Directors require. It was noted that there was a broad range of skills and knowledge on the Board, however an</p>	

	<p>increase in training around Finance would be advantageous especially for the newer Governors. Training regarding Ofsted was also requested by the Board.</p> <p>RESOLVED:</p> <p>That the report be noted and further training regarding Finance and Ofsted be provided.</p> <p>23. Current Structure of Governing Body.</p> <p>The current structure of the Board was noted, which is compliant with the Academy's Articles.</p> <p>RESOLVED:</p> <p>That the current structure of the Board be noted.</p> <p>24. Annual Review of Committee Memberships 2021/22</p> <p>Consideration was given to the committee membership for 2021/22. It was noted that a couple of Directors had stood down in the last Academic Year and were no longer on the Committees, however Director N.McDowell had joined. It was agreed that the membership be approved subject to Director N.Little moving to the Audit & Finance Committee (from the Teaching & Learning Committee) and Director N.McDowell to join the Teaching & Learning Committee.</p> <p>RESOLVED:</p> <p>That the committee membership for 2021/22 be approved subject to the above changes.</p> <p>25. Review of standing items and terms of reference for the Board</p> <p>The Board reviewed their standing items and terms of reference.</p> <p>RESOLVED:</p> <p>That the Board's standing items and terms of reference be approved subject to pupil premium being moved to consideration at the first meeting in the Spring Term</p> <p>26. Policy Review Table – overview</p>	<p><i>Head Teacher/ Governance Professional</i></p> <p><i>Governance Professional</i></p> <p><i>Governance Professional</i></p>
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	<p>RESOLVED:</p> <p>That consideration of the overview of the Policy Review table be deferred until the Spring Term.</p> <p>27. Keeping Children Safe in Education.</p> <p>Consideration was given to the Department for Education’s Keeping Children Safe in Education September 2021 and key updates.</p> <p>RESOLVED:</p> <p>That it be noted and that all Directors had received this documentation and would sign as read.</p> <p>28. Child Protection Policy</p> <p>Consideration was given by the Board to the Child Protection Policy.</p> <p>RESOLVED:</p> <p>That the Child Protection Policy be approved.</p> <p>29. Items of Any Other Business:</p> <p>SEND Policy and SEND Information Report</p> <p>Consideration was given by the Board to the SEND (special educational needs or a disability) Policy and SEND Information Report September 2021.</p> <p>RESOLVED:</p> <p>That the current SEND Policy and SEND Information report be approved.</p> <p>Promotion of Good Behaviour and Anti Bullying Policies</p> <p>Consideration was given by the Board to both the Promotion of Good Behaviour and Anti Bullying Policies which had been updated.</p> <p>RESOLVED:</p> <p>a) That the Promotion of Good Behaviour Policy be approved.</p>	<p><i>Head Teacher/ Governance Professional</i></p> <p><i>Directors/ Governance Professional</i></p> <p><i>Head Teacher</i></p> <p><i>Head Teacher</i></p>
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	<p>b) That the Anti Bullying Policy be approved, subject to the addition of information advising that a full investigation takes place.</p> <p>30. Agenda Items for Next Meeting:</p> <p>Standing Items and Policies</p> <p>31. 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 11 above: Management Accounts due to their commercial sensitivity in accordance with article 125 c.</p> <p>32. Date & Time of Next Meeting</p> <p>That the next meeting of the Board be held on 17th November 2021 at 5.30 pm.</p> <p>The meeting concluded at 8.00 pm</p> <p>Approved by the Governing Body</p> <p>Date: _____</p> <p>Signature (Chair): _____</p> <p>Name: _____</p>	<p>Head Teacher</p> <p>Governance Professional</p> <p>Governance Professional</p> <p>Governance Professional</p>
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Note: the CQ abbreviation stands for – Challenging Question by the Board.