

The Federation of Abbey Schools Academy Trust

Governing Body Minutes

Date: Monday 14th December 2020 at 5.00 pm

Directors who took part via virtual Board meeting: Mr J Briggs, Mrs E de la Motte, Mrs V Folkes, Mr M Fryer, Mrs R Hall, Mrs R Kershaw, Mr N Little, Mrs C Marley, Mrs C Stow Smith and Mr P M Willson.

In attendance: Mrs S Howe and G Buchanan.

Also facilitating the Board meeting: Mrs L Hawksby (Clerk to the Governing Body) and Mrs C Hurworth.

<u>ITEM</u>	<u>DESCRIPTION OF DISCUSSION</u>	<u>ACTION BY</u>
1.	<p>Apologies for Absence and Format of Meeting</p> <p>Apologies were received and accepted from Director Dr L Bryant. The remaining Directors all participated in a virtual Board meeting due to current Covid 19 social distancing considerations.</p>	
2.	<p>Notification of Items of Other Business</p> <p>There were 2 items of other business (Please refer to the minute 34. below) :</p> <p>Covid Catch Up Premium Report</p> <p>Addendum to Leave of Absence Policy</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>4.</p>	<p>Welcome and Introduction New Parent Governors</p> <p>The Chair of Governors welcomed the new Parent Governors Mrs S Howe and Mr G Buchanan to the meeting. She provided an introduction to herself and the Board.</p>	
<p>5.</p>	<p>Approval of Minutes</p> <p>a) Approval of Minutes – Monday 14th September and Wednesday 18th November 2020.</p> <p>RESOLVED:</p> <p>That the Minutes of the meeting of the Board held on Monday 14th September 2020 and Wednesday 18th November 2020 be confirmed and signed as an accurate record by the Chair.</p> <p>b) Matters Arising –</p> <p>There were no matters arising from the above minutes.</p> <p><i>(Note: The Management Accounts item was brought forward on the Agenda to allow Mrs C Hurworth to report on this item.)</i></p>	
<p>6.</p>	<p>Management Accounts – August, September and October</p> <p>Mrs C Hurworth updated the Board on the August, September and October Management Accounts.</p> <p>She advised that the current deficit was £7,000 (pre-covid this was predicted to have been approximately £2,000.) She reported on the loss of income in catering (which was currently at 20% of normal income). It was hoped that the loss of income could be clawed back to break even by the end of the Academic Year.</p> <p>It was noted that the current cash flow/balance sheet was in a healthy position.</p> <p>Further to Minute 12.8 Mrs C Hurworth reported on capital projects/provision which had been approved in principle on the 18th November 2021 subject to costs being brought back to this meeting of the Board. Mrs C Hurworth reported on the following costs to be met from reserves:</p> <ul style="list-style-type: none"> • Outside lighting - £3,000 • Wi-fi - £11,000 (for 3 years) • I-pads - £14,000 • Junior canteen water boiler - £1,200 to £3,000 • Caretaking provision going forward - £ 10,000 	

	<p>RESOLVED:</p> <p>That the management accounts be noted and costs approved for the capital projects as listed above.</p> <p><i>(Mrs C Hurworth left the meeting at approximately 5.30 pm.)</i></p> <p>7. Reports of Committees:-</p> <p>Audit & Finance Committee and Pay Review Sub-Committees</p> <p>Consideration was given to the draft minutes of the meeting of the Audit & Finance Committee held on Thursday 1st October 2020 and the Pay Review Sub-Committee Minutes for the meetings held on Monday 14th September 2020 and 19th October 2020.</p> <p>RESOLVED:</p> <p>That the above minutes be noted.</p> <p>Teaching & Learning Committee</p> <p>Consideration was given to the draft minutes of the meeting of the Teaching & Learning Committee held on Wednesday 11th November 2020.</p> <p>RESOLVED:</p> <p>That the above minutes be noted.</p> <p>8. Chair’s Report</p> <p>The Chair advised there were no updates at the current time.</p> <p>9. Head Teacher’s Report</p> <p>The Head Teacher provided his report to the Board. He advised that attendance had been good since the start of the academic year, above the national average. No ‘bubbles’ of pupils had yet been required to self-isolate. Children who were absent due to COVID related issues have learning provided and regular interaction with their teacher through Seesaw or Tapestry.</p> <p>He further reported that FSM (Free School Meals) vouchers were sent out over the summer holidays and would be during the Christmas break. Any family who are currently FSM and self-isolating would have vouchers forwarded to them.</p> <p>CQ The Board noted the number of children on the SEND register was growing and questioned if this was higher than expected? The Head Teacher advised that the children requiring additional</p>	
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	<p>support was being identified effectively by the school and there had been an increase in numbers.</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <p>10. Safeguarding Report</p> <p>The Deputy Head Teacher (Mrs V Folkes) provided a safeguarding update report to the Board, which included the number of incidents logged on C-POMS for Autumn 2019 as compared to Autumn 2020. It was noted by the Board that social and emotional needs of pupils had increased during the pandemic.</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <p>11. Performance Management Report</p> <p>It was noted by the Board that pay progression for teaching staff had been approved as all targets had been met (Minute 6 Pay Review Sub-Committee 14th September 2020 refers).</p> <p>The Head Teacher pay progression had also been approved after the Pay Review Sub-Committee had reviewed his overall performance, including progress towards achieving the objectives for 2019/2020. They also considered and approved the Head Teacher’s objectives for 2020/2021. They were assisted by an external adviser, Mr Doug Lowes who did not take any part in discussions relating to recommendations of a pay award for the Head Teacher (Minute 6 Pay Review Sub-Committee 19th October 2020 refers).</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <p>12. Risk Register</p> <p>The Head Teacher reported on the school’s Risk Register which was considered by the Board. The Head Teacher advised that at the Teaching & Learning Committee held on 11th November 2020 the Committee had considered the residual scores at the ‘Pandemic’ section (13) as it was noted they were missing from the document. It had been agreed at the Teaching & Learning Committee that the residual score be as follows:-</p> <p>Likelihood: 4</p>	
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	<p>Magnitude of Impact: 3</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <p>13. School Development Plan (SDP) and SEF</p> <p>The Head Teacher updated on the School Development Plan (SDP) and School Self Evaluation Form (SEF). He provided an overview of the School's priorities including priorities arising from the Covid 19 situation. The Board questioned whether there should be more reference to pupil premium and catch up funding in the documents? The Head Teacher advised that he was currently looking at this and would be including more information in relation to these areas in the SDP.</p> <p>CQ</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <p>14. Current Numbers on Roll</p> <p>The current numbers on roll for each year group was considered by the Board. It was noted by the Board that the numbers on roll in Year 3 was increasing after always being historically a lower intake year.</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <p>15. Health & Safety Accident Statistics</p> <p>The Board considered and noted the latest Health & Safety Accidents Statistics Report.</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <p>16. Terms of Reference Governing Body</p> <p>It was noted that the standing items for the Board had previously been agreed and approved at the meeting of the Board held on the 2nd July 2020 (Minute 5 refers). It had been agreed that consideration of the terms of reference be now also considered.</p> <p>It was noted that the purpose and guiding principles of the Board (Including the quorum and meeting commitments) were already set out along with the standing items on the current standing items document. After careful consideration and discussion it was agreed that the school's scheme of delegation effectively set out the work of the Board and therefore would be used as its terms of</p>	
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	<p>reference. It was noted that the scheme of delegation was due again for review in the Spring Term.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	
<p>17.</p>	<p>Membership Sub-Committees/Governor Links</p> <p>Further to Minute 20 (14th September Governing Body) further consideration was given to the Committee memberships and Governor Links following the appointment of the new Parent Governors.</p> <p>RESOLVED:</p> <p>a) That George Buchanan be appointed to the Audit & Finance Committee and Shahad Howe be appointed to the Teaching & Learning Committee.</p> <p>b) That the following be appointed as Governor Links:</p> <ul style="list-style-type: none"> • SEND – Mike Fryer and Rachel Kershaw • Pupil Premium – Emma de la Motte and Rita Hall • Safeguarding/Prevent duty – Mike Fryer, Peter Willson and Vicky Folkes • NQT Link – Catie Stow Smith • H&S – Mike Fryer • SDP 1- Leadership and Management – Nigel Little and Emma de la Motte • SDP 2 – Engagement – Rachel Kershaw and Shahad Howe • SDP 3 – Self Regulation – Rita Hall and Laurence Bryant • SDP 4 – EY – Clare Marley and Shahad Howe • Curriculum Links (to be set) <p>(Note: Director George Buchanan advised that he could also help with any of the above links)</p>	
<p>18.</p>	<p>Spring Term Meeting Dates</p> <p>Consideration was given to the draft Spring Term Meeting dates.</p> <p>RESOLVED:</p> <p>That the Spring Term Meeting Dates be approved.</p>	<p><i>Clerk</i></p>
<p>19.</p>	<p>Training Feedback</p> <p>There was no Director training to report back on so far for this Academic Year.</p>	

	<p>RESOLVED:</p> <p>That the report be noted.</p> <p>20. (October 2020) the Department for Education (DfE) has released an update to the Governance Handbook and an Academies Governance Role Descriptors.</p> <p>The Board considered and noted the Department for Education’s October 2020 update to the Governance Handbook and Academies Governance Role Descriptors.</p> <p>The Governance Handbook has been updated for 2020 to reflect policy and legislation changes from the past year, or to clarify language where necessary. For example, it includes information about cyber security in schools and the new requirement for trust boards to have a clerk/governance professional. There is also a new foreword by Baroness Berridge, who took over the role of Parliamentary Under Secretary of State for the School System in February 2020. There are also references to legislative and policy changes impacted by the coronavirus (COVID-19), where this is seen as essential.</p> <p>The DfE have published new role descriptors designed to provide high-level information about the roles in maintained school and academy trust governance, and the responsibilities of each role. The maps and descriptions contained in the documents serve as an introduction to, and clarification of, the various roles in the governance system. The descriptors also include links to further support and guidance.</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <p>21. Annual summary report of internal scrutiny activity to be submitted to ESFA alongside the Trust’s audited, annual statements.</p> <p>The Board considered the annual summary report of internal scrutiny activity to be submitted to ESFA alongside the Trust’s audited, annual statements. The report set out the scrutiny that had been reviewed by the Audit & Finance Committee and Board throughout the academic year.</p> <p>RESOLVED:</p> <p>That the annual summary report of internal scrutiny be noted and approved.</p> <p>22. Governor Report back – Central Record for Recruitment & Vetting and Health & Safety</p>	
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	<p>Director M Fryer reported that due to the Covid restrictions he had been unable to visit the school but that he had spoken to the Facilities Manager on the phone and had received from her the most up to date audit report which he had reviewed and found all to be in order.</p> <p>The Head Teacher advised that there was nothing to update with regard to the Central Record for Recruitment and Vetting at the current time and that checks were completed by Avec to ensure compliance.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	
<p>23.</p>	<p>Educational Visits Policy.</p> <p>Consideration was given to the Educational Visits Policy.</p> <p>RESOLVED:</p> <p>That the Educational Visits Policy be approved.</p>	
<p>24.</p>	<p>Administration of Medicine Policy.</p> <p>Consideration was given to the Administration of Medicine Policy.</p> <p>RESOLVED:</p> <p>That the Administration of Medicine Policy be approved.</p>	
<p>25.</p>	<p>First Aid.</p> <p>Consideration was given to the First Aid Policy.</p> <p>RESOLVED:</p> <p>That the First Aid Policy be approved.</p>	
<p>26.</p>	<p>Supporting Pupils with Medical Conditions.</p> <p>Consideration was given to the Supporting Pupils with Medical Conditions policy.</p> <p>RESOLVED:</p> <p>That the supporting Pupils with Medical Conditions Policy be approved.</p>	
<p>27.</p>	<p>Equality, Diversity and Cohesion Policy.</p> <p>Consideration was given to the Equality, Diversity and Cohesion Policy.</p>	

<p>28.</p> <p>29.</p> <p>30.</p> <p>31.</p> <p>32.</p>	<p>RESOLVED:</p> <p>That the Equality, Diversity and Cohesion Policy be approved.</p> <p>Capability Procedure for Support Staff. Consideration was given to the Capability Procedure for Support Staff.</p> <p>RESOLVED:</p> <p>That the report be approved.</p> <p>Disciplinary Procedure.</p> <p>Consideration was given to the Disciplinary Procedure.</p> <p>RESOLVED:</p> <p>That the Disciplinary Procedure be approved.</p> <p>Grievance Procedure.</p> <p>Consideration was given to the Grievance Procedure.</p> <p>RESOLVED:</p> <p>That the Grievance Procedure be approved.</p> <p>Social Networking Policy</p> <p>Consideration was given to the Social Networking Policy (note the heading had now been changed to Social Media Policy).</p> <p>RESOLVED:</p> <p>That the Social Media Policy be approved.</p> <p>GDPR Policies.</p> <p>The Board gave consideration to the Academy's General Data Protection (GDPR) Policies.</p> <p>RESOLVED:</p> <p>That the GDPR policies all be approved.</p>	
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<p>33.</p>	<p>Appraisal/Pay Policies and Financial Procedures.</p> <p>The Board noted that these had previously been taken to the Pay Review Sub-Committee on the 19th October 2020 where they had been approved (Minutes 4, 5 and 7 from the 19th October 2020 Pay Review Sub-Committee refers).</p> <p>RESOLVED:</p> <p>That the Board also note and approve the Appraisal/Pay Policies and Financial Procedures.</p>	
<p>34.</p>	<p>Items of Other Business:</p> <p>Consideration was given by the Board to the following items of Other Business:</p> <p>Covid Catch Up Premium Report</p> <p>The Head Teacher advised that In August 2020, the Government announced additional funding for schools to deliver catch-up funding following the COVID 19 lockdown measures. This amounted to £80 per pupil. The amount allocated to the Federation of Abbey Schools based on eligible pupils was therefore £49,280.</p> <p>The report set out for the Board the means by which the catch-up money will be spent over the coming year and enable the School to inform parents, carers and trustees of the impact it has on pupil achievement. The Head Teacher advised that the report had been published on the School’s web-site.</p> <p>RESOLVED:</p> <p>That the report be noted and approved.</p> <p>Addendum to Leave of Absence Policy</p> <p>Consideration was given to the addendum to the Leave of Absence Policy.</p> <p>RESOLVED:</p> <p>That the addendum be approved with the addition of (in bold type) at point 3:</p> <p style="padding-left: 40px;">Dependent Child is at home in isolation <u>but is not demonstrating symptoms</u> – leave of absence (Covid related) up to a maximum of 5 days within an Academic year or at the discretion of the Head Teacher.</p>	

<p>35.</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 relating to Minute 6 above: Management Accounts due to their commercial sensitivity in accordance with article 125 c.</p>	<p><i>Clerk</i></p>
<p>36.</p>	<p>Agenda Items for the Next Meeting :-</p> <p>Standing items and policies due for review.</p>	<p><i>Clerk</i></p>
<p>37.</p>	<p>Thank you from the Chair and Board</p> <p>RESOLVED:</p> <p>That the Senior Leadership Team and all staff within the school be thanked for all their hard work during the current Covid 19 situation.</p>	<p><i>Clerk</i></p>
<p>38.</p>	<p>Date & Time of Next Meeting</p> <p>That the next meeting of the Board to be held on the 25th January 2020 at 5.30 pm.</p> <p>The meeting concluded at 6.37 pm</p> <p>Approved by the Governing Body</p> <p>Date: _____</p> <p>Signature (Chair): _____</p> <p>Name: _____</p>	

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