

## The Federation of Abbey Schools Academy Trust

### Governing Body Minutes

**Date:** Monday 16<sup>th</sup> May 2022 at 5.30 pm

**Present Governors:** Mrs E de la Motte, Mrs R Kershaw, Mr J Briggs, Dr L Bryant, Mrs N McDowell and Mrs C Stow Smith, Mrs R Hall, 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><b>Apologies for Absence and Format of Meeting</b></p> <p>Apologies were received and accepted for Directors:</p> <p>Mrs S Howe and Mr M Fryer</p>	
2.	<p><b>Notification of Items of Other Business:</b></p> <p>There was 1 item of other business (Please refer to the minute 28 below) :</p> <ul style="list-style-type: none"> <li>• ECT Policy (Early Career Teacher).</li> </ul>	
3.	<p><b>Declarations of Interests:</b></p> <p><b>Declaration of personal or pecuniary interests in any matters arising from the Agenda of the current meeting.</b></p> <p>There were no declarations of personal or pecuniary interests declared.</p> <p><b>Declaration of any updates for the Register of Business Interests.</b></p> <p>There were no updates for the Register of Business Interests.</p>	

	<p><b><i>(With the permission of the Chair the item below Management Accounts was brought forward on the Agenda.)</i></b></p> <p><b>4. Management Accounts</b></p> <p>Mrs C Hurworth (EPM) provided an update on the March Management Accounts. It was noted there was a small year to date deficit of £68. It was predicted that the budget would hopefully break even by the end of the Academic Year. The largest overspend continued to be due to the rising costs of energy. It was noted that the cost of food had also increased and was being looked at in relation to the cost of school meals. Mrs C.Hurworth reported that as of the 1<sup>st</sup> April 2022 the School was receiving some permanent extra funding which would help towards covering the increased food and energy costs.</p> <p>The Board also noted that the school was awaiting confirmation of its P.E. grant for the next academic year.</p> <p><b>RESOLVED:</b></p> <p>That the Board confirmed receipt of the monthly management accounts, cash flow, balance sheet and aged debtors and creditors reports.</p> <p><b><i>(Note: Mrs C.Hurworth left the meeting at 5.40 pm)</i></b></p> <p><b>5. Approval of Minutes</b></p> <p><b>a) Approval of Minutes – Monday 21<sup>st</sup> March 2022</b></p> <p><b>RESOLVED:</b></p> <p>That the Minutes of the meeting of the Board held on Monday 21<sup>st</sup> March 2022 be confirmed and signed as an accurate record by the Chair.</p> <p><b>b) Matters Arising –</b></p> <p>There were no matters arising.</p> <p><b>6. Data</b></p> <p>The Head Teacher reported on the latest Spring teacher assessment data which was included within the report attached to the Agenda. The main areas reported on included per year group:</p>	
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<p>CQ</p> <p>CQ</p> <p>CQ</p> <p>7.</p>	<p><b>Year 1</b> – data slightly down from the last report</p> <p><b>Year 2</b> – data up from the last report</p> <p><b>Year 3</b> – improved reading/maths from the last report</p> <p><b>Year 4</b> – slightly down from the last report</p> <p><b>Year 5</b> – small drop in reading and maths</p> <p><b>Year 6</b> – Maths and reading up from the last report</p> <p>The Head Teacher advised that the main interventions in the Spring Term across the whole year groups, had been on writing.</p> <p>The Board asked the Head Teacher what he predicted the data would look like by the end of this Academic year? The Head Teacher advised:</p> <p>Reading - same as normal          Maths – a little bit down          Writing - a little bit down</p> <p>The Board enquired whether the national picture reflected a down turn in writing? The Head Teacher advised yes that was correct, there had been a national down turn largely due to the Covid pandemic.</p> <p>The Board asked if the staff were confident in the interventions that had been put in place and do we have evidence the interventions are working? The Head Teacher advised yes the staff are confident the interventions are working and monitoring of the interventions has been set up and is reviewed.</p> <p><b>RESOLVED:</b></p> <p>That the data and Head Teacher’s update be noted.</p> <p><b>Numbers on Roll</b></p> <p>The current numbers on roll were considered and noted by the Board. The Head Teacher advised that more pupils were due to join in the Summer Term.</p> <p><b>RESOLVED:</b></p> <p>That the current numbers on roll were noted.</p>	
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<p><b>8.</b></p>	<p><b>School Self Evaluation (SEF)</b></p> <p>The Head Teacher reported that there were no new updates.</p> <p><b>RESOLVED:</b></p> <p>That the report be noted.</p>	
<p><b>9.</b></p>	<p><b>School Development Plan (SDP) and to discuss Directors' Summer Term monitoring</b></p> <p>The Head Teacher advised there were no new updates to report since the last meeting of the Board.</p> <p>It was noted that the Directors' monitoring would focus after half term on the lower 20% attainers, with Directors to advise the best days they were able to come into school.</p> <p><b>RESOLVED:</b></p> <p>That the report be noted and Directors' advise of availability for coming into school in order to undertake Summer Term monitoring.</p>	<p><i>Directors</i></p>
<p><b>10.</b></p>	<p><b>Risk Register</b></p> <p>Consideration was given to the whole of the Risk Register and specifically the following areas of risk contained within the Risk Register:</p> <ul style="list-style-type: none"> <li>• <b>Governance</b> – small amendment at item 2 evidence add in 'recruitment for new Governors.'</li> <li>• <b>GDPR</b> – no changes required at this time.</li> </ul> <p><b>RESOLVED:</b></p> <p>That the Risk Register be noted and change approved.</p>	<p><i>Head Teacher</i></p>
<p><b>11.</b></p>	<p><b>Safeguarding</b></p> <p>The Head Teacher reported on the latest safeguarding updates. He advised that there was a small error on a figure on the CPOMS behaviour report which had been corrected for the meeting.</p> <p><b>RESOLVED:</b></p> <p>That the report be noted.</p>	

<p>12.</p>	<p><b>SEND Green Paper: Right support, right place, right time – NGA summary</b></p> <p>The latest SEND Green paper NGA (National Governance Association) summary was considered and noted by the Board.</p> <p><b>RESOLVED:</b></p> <p>That the SEND Green Paper: Right support, right place, right time (NGA summary) be noted.</p>	
<p>13.</p>	<p><b>School’s White Paper: Opportunity for all – NGA summary. Aims/Strategic Direction.</b></p> <p>The latest School’s White Paper: Opportunity for all – NGA (National Governance Association) summary was considered and noted by the Board.</p> <p>The Head Teacher advised that after half term it was intended that a meeting be arranged whereby a selection of trustees speak with other MAT’s (Multi Academy Trusts). Director R.Kershaw would be drawing up a number of questions to aid in the discussions.</p> <p><b>RESOLVED:</b></p> <p>That the latest School’s White Paper: Opportunity for all – NGA (National Governance Association) summary be noted.</p>	
<p>14.</p>	<p><b>Aims/Strategic Direction</b></p> <p>The Head Teacher reported on the School’s aims/strategic direction which were set out in a document attached to the Agenda. Underpinning the strategic priorities are the two pillars of safeguarding and finance (managing a sustainable financial position).</p> <p>The 4 main priorities are:</p> <ul style="list-style-type: none"> <li>• Leadership &amp; Management</li> <li>• Quality of education</li> <li>• Behaviour, attitudes and well-being</li> <li>• Engagement &amp; partnership</li> </ul> <p><b>RESOLVED:</b></p>	

<p>15.</p>	<p>a) That the aims, strategic direction and priorities be approved.</p> <p>b) That the document be looked at further by the Head Teacher so that it is ready for publishing, sent to Directors via email and following their approval be published and sent out to parents in the last end of term letter.</p> <p><b>21 Questions Working Group – Report Back.</b></p> <p>Further to Minute 18 (Governing Body 21<sup>st</sup> March 2022) the 21 Questions working party notes from the 17<sup>th</sup> March 2022, were brought back for the Board’s considerations. The 21 Questions were developed by the NGA (National Governance Association) and the All-Party Parliamentary Group (APPG) on Education Governance to support multi academy trust (MAT) board self-review.</p> <p><b>RESOLVED:</b></p> <p>a) That the working party notes/actions be noted and implemented, and be used to help develop further the quality/impact of governance.</p> <p>b) That it be noted that 21 Questions internal review would be carried out on annual basis.</p>	<p><i>Head Teacher</i></p>
<p>16.</p>	<p><b>Board Structure (for Information) and to seek interest in Chair &amp; Vice Chair Roles.</b></p> <p>The current Board and Member structure was noted. The Governance Professional advised that Director R.Hall would be stepping down as a Director at the end of the Academic Year and that the Board would still remain compliant with its Articles.</p> <p>Further to the 21 Questions Working Group (Minute 15 above refers) it had been identified that, to help improve succession planning Trustees were now being asked if they would be interested in the role of Chair/Vice Chair or to shadow a Director already in this role and a succession plan drawn up. The Governance Professional would email Directors to ascertain who may be interested in these roles.</p> <p><b>RESOLVED:</b></p> <p>That the report be noted.</p>	<p><i>Directors/ Governance Professional</i></p>
<p>17.</p>	<p><b>Scheme of Delegation</b></p> <p>Further to Minute 21 (Governing Body 21<sup>st</sup> March 2022) Director R.Kershaw verbally updated the Board that further reference was necessary to pay and staff disciplinary issues within the scheme and would be in contact with the Governance Professional to look at where this should be added.</p>	<p><i>Governance Professional</i></p>

	<p><b>RESOLVED:</b></p> <p>That the Scheme of Delegation be brought back to the next meeting of the Board for approval.</p>	<p><i>Director R.Kershaw/ Governance Professional</i></p>
<p><b>18.</b></p>	<p><b>Darlington 2024-25 School Term Dates – Draft – for approval.</b></p>	
	<p>Draft Darlington 2024-25 School Term Dates from Darlington Borough were considered by the Board.</p>	
	<p><b>RESOLVED:</b></p>	
	<p>That the Darlington 2024-25 School Term Dates be approved.</p>	<p><i>Head Teacher</i></p>
<p><b>19.</b></p>	<p><b>Business Contingency Procedures and Plan</b></p>	
	<p>Further to Minute 21 (Governing Body 21<sup>st</sup> March 2022) the Board gave consideration to the Business Contingency Procedures and Plans.</p>	
	<p><b>RESOLVED:</b></p>	
	<p>That the Business Contingency Procedures and Plans be approved.</p>	<p><i>Head Teacher</i></p>
<p><b>20.</b></p>	<p><b>Induction Policy</b></p>	
	<p>The Board gave consideration to the Induction Policy.</p>	
	<p><b>RESOLVED:</b></p>	
	<p>That the Induction Policy be approved.</p>	<p><i>Head Teacher</i></p>
<p><b>21.</b></p>	<p><b>Leave of Absences Policies</b></p>	
	<p>It was noted that this is now referred to as ‘Special Leave Policy’ and was reviewed at the last meeting of the Board on the 21<sup>st</sup> March 2022.</p>	
<p><b>22.</b></p>	<p><b>Bereavement Policy</b></p>	
	<p>The Board gave consideration to the Bereavement Policy.</p>	
	<p><b>RESOLVED:</b></p>	
	<p>That the Bereavement Policy be approved.</p>	<p><i>Head Teacher</i></p>

<p><b>23.</b></p> <p><b>CQ</b></p>	<p><b>Mental Health &amp; Wellbeing Policy</b></p> <p>The Board gave consideration to the Mental Health &amp; Wellbeing Policy. The Board enquired how Mental Health &amp; Wellbeing is monitored. The Head Teacher advised it is monitored through surveys.</p> <p><b>RESOLVED:</b></p> <p>That the Mental Health &amp; Wellbeing Policy be approved subject to the review cycle being made annual, rather than every two years.</p>	<p><i>Head Teacher</i></p>
<p><b>24.</b></p>	<p><b>Communications Policy</b></p> <p>The Board gave consideration to the Communications Policy.</p> <p><b>RESOLVED:</b></p> <p>That the Communications Policy be approved.</p>	<p><i>Head Teacher</i></p>
<p><b>25.</b></p>	<p><b>School Prevent Duty Risk Assessment and Action Plan</b></p> <p>The Board gave consideration to the School Prevent Duty Risk Assessment and Action Plan.</p> <p><b>RESOLVED:</b></p> <p>That the School Prevent Duty Risk Assessment and Action Plan be approved, subject to on the Action Plan reference to Autumn 2021 being amended to Autumn 2022.</p>	<p><i>Head Teacher</i></p>
<p><b>26.</b></p>	<p><b>Lockdown Policy &amp; Procedures</b></p> <p>The Board gave consideration to the Lockdown Policy &amp; Procedures.</p> <p><b>RESOLVED:</b></p> <p>That the Lockdown Policy &amp; Procedures be approved.</p>	<p><i>Head Teacher</i></p>
<p><b>27.</b></p>	<p><b>School Information Published on Web-Site – request for Director(s) to further review.</b></p> <p>The Head Teacher advised that the Internal Auditors’ review of the web-site had been good and was attached to the Agenda. He asked if any Director would also volunteer to review the web-site from a non-statutory point of view.</p> <p><b>RESOLVED:</b></p>	



	<p>That Director Dr L.Bryant report back to the next meeting of the Board on the 4<sup>th</sup> July 2022 regarding the web-site from a non-statutory point of view (parents/external person's view).</p> <p><b>(Note: Director Mrs C. Stow Smith left the meeting at approximately 6.55 pm)</b></p> <p><b>28. Item of Any Other Business:</b></p> <p>Consideration was given by the Board to the ECT (Early Career Teacher) Policy</p> <p><b>RESOLVED:</b></p> <p>That the ECT Policy be approved.</p> <p><b>29. Agenda Items for Next Meeting:</b></p> <p>Standing Items/Policies/ Scheme of Delegation/ School Information Published on Web-site Governor report back.</p> <p><b>30. Approval of Documents for Public Inspection</b></p> <p><b>RESOLVED:</b></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 4 above: Management Accounts due to their commercial sensitivity in accordance with article 125 c. and Minute 6 above: Data as it may be possible to identify a pupil due to the nature of the cohort reported upon (although no names are included in the data) and therefore should be formally excluded from public inspection in accordance with article 125 c.</p> <p><b>31. Date &amp; Time of Next Meeting</b></p> <p>That the next meeting of the Board be held on 4<sup>th</sup> July 2022 at 5.30 pm.</p>	<p><b>Director Dr L.Bryant</b></p> <p><b>Head Teacher</b></p> <p><b>Governance Professional</b></p> <p><b>Governance Professional</b></p> <p><b>Governance Professional</b></p>
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	<p data-bbox="327 533 815 568"><b>The meeting concluded at 7.05 pm</b></p> <p data-bbox="327 1473 767 1509">Approved by the Governing Body</p> <p data-bbox="327 1576 842 1608">Date: _____</p> <p data-bbox="327 1675 1120 1711">Signature (Chair): _____</p> <p data-bbox="327 1778 1120 1814">Name: _____</p>	
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Note: the **CQ** abbreviation stands for – Challenging Question by the Board.