

The Federation of Abbey Schools Academy Trust

Governing Body Minutes

Date: Monday 17th May 2021 at 5.30 pm

Directors who took part via virtual Board meeting: Mr J Briggs, Dr L Bryant, Mrs E de la Motte (Chair), Mrs V Folkes, Mr M Fryer, Mrs R Kershaw, Mrs C Marley, Mr P M Willson, Mr N Little, Mrs S Howe and Mr G Buchanan.

Also facilitating the Board meeting: Mrs L Hawksby (Clerk to the Governing Body), Mrs C Hurworth (Avec) and Mrs J Scott (Business Team).

<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 for Directors Mrs R Hall and Mrs C Stow Smith. 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 was 1 item of other business (Please refer to the Minute 23 below) :</p> <p>Term Time Dates Consultation</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><i>With the permission of the Chair the item below was brought forward on the Agenda.</i></p> <p>Business Contingency Procedures and Plan (Deferred from Spring Term following induction of new Site Manager.)</p> <p>Mrs J. Scott (Business Team) provided a verbal update on the Business Contingency Procedures and Plan. She advised that a new full time caretaker had now been employed. It was noted that the updated procedures and plan were well under way and once fully complete would be brought back to the Board for review.</p> <p>Mrs J. Scott was also working with colleagues looking at premises and contingencies in relation to the budget and future planning, for example furniture requirements and an upgrading of the school's telephone system.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> a) That the report be noted and once complete the updated Business Contingency Procedures and Plan be brought back to the Board for approval. b) That Mrs J. Scott be thanked for all her hard work during lockdown. <p><i>(Mrs J.Scott left the meeting at approximately 5.45 pm)</i></p>	<p><i>Head Teacher/ Business Team</i></p>
<p>5.</p>	<p><i>With the permission of the Chair item below was brought forward on the Agenda.</i></p> <p>Management Accounts – February and March</p> <p>Mrs C Hurworth (Avec) updated the Board on the February and March Management Accounts.</p> <p>She advised that the current deficit for March year to date, was approximately just under £9,000. It was noted there was an increase in Out of School Club Income.</p> <p>It was noted that the current cash flow/balance sheet was in a healthy position. It was also reported that that, although a few more school meals may be possible to serve this term in compliance with Covid regulations, the budget was not reliant on school meals income for the remainder of this academic year. Looking forward to the next budget it was noted that the current pay freeze on support staff pay was likely to be lifted, however there was enough in surplus to cover this.</p>	

	<p>Mrs C.Hurworth also took the Board through the Financial Benchmarking report, which was noted by the Board.</p> <p>RESOLVED:</p> <p>That the Management Accounts and Financial Benchmarking Report be noted.</p> <p><i>(Mrs C.Hurworth left the meeting at approximately 6.00 pm)</i></p> <p>6. Approval of Minutes</p> <p>a) Approval of Minutes – Monday 15th March 2021</p> <p>RESOLVED:</p> <p>That the Minutes of the meeting of the Board held on Monday 15th March 2021 be confirmed and signed as an accurate record by the Chair.</p> <p>b) Matters Arising –</p> <p>With reference to Minute 12 of the 15th March minutes, the Head Teacher advised that all curriculum leaders had now had a meeting with Mr D Lowes (external adviser) to review their subject areas. It was now important for the Governors' to where possible under the current Covid restrictions, come in to speak to the curriculum leads. Directors' were asked to contact the Head Teacher if they were able to come in to arrange possible dates to facilitate this.</p> <p>With reference to Minute 18 of the 15th March minutes, it was noted that further consideration of the Annual report would be deferred until the July meeting of the Board. That Director Mrs R.Hall had been in contact with Mrs J.Scott (Business Team) to explore how to raise the Governors' profile and effectively communicate with Parents/Carers, including discussing the school web-site. It was noted that there was currently a lot of work being undertaken to improve the school's web-site. In order to help raise the Governors' profile it was agreed that a consistent stream of termly information form the Governing Body was required, highlighting the key work they had undertaken that term.</p>	<p><i>Directors</i></p> <p><i>Head Teacher/ Directors</i></p>
<p>7.</p>	<p>Head Teacher's Report including Covid updates</p> <p>The Head Teacher provided an update report on key school issues and Covid 19 related issues.</p> <p>He advised that attendance and admission numbers were good. NTS (National Test-style Standardised) assessments had been completed at the end of the first summer half term using the</p>	

<p>CQ</p> <p>8.</p> <p>9.</p>	<p>summer term assessments. This along with teacher assessment will give the school a clear picture of progression towards the end of year and key stage targets of children. The remainder of the summer term and next year the school would continue to focus resources on closing the gaps for those children who had fallen behind. Early Years baseline, Year 1 phonics test and the Year 2 and Year 6 assessments will be completed like normal but the results will not need to be reported. External moderation at Early Years, Year 2 and Year 6 will take place. Most subject leaders will remain the same for the following year but there will need to be some changes due to staffing movements</p> <p>The Head Teacher also reported on current staffing and GDPR (General Data Protection). It was noted that following the latest Internal Audit GDPR was investigated, everything was in order with one suggested area which was to test the cyber security more frequently, which had now been costed. Directors requested that cyber security also be added to the Risk Register.</p> <p>The Deputy Head Teacher, Mrs V Folkes, provided a safeguarding update to the Board. She also advised a Staff Wellbeing Team had their first meeting on 13th April. Staff representatives from all staff groups met and discussed the format of the Emotional Health and Wellbeing Policy. Actions included having a wellbeing board and suggestion box in both staffrooms. The team is planning activities to be completed during Mental Health Awareness Week, which on the 10th-16th May.</p> <p>The Board enquired whether the benefits of music had been considered in relation to the emotional health and wellbeing of pupils? The Head Teacher advised that sound therapy had been used, however the benefits of music could be looked at further.</p> <p>RESOLVED:</p> <p>That the report be noted and that cyber security be added to the risk register.</p> <p>Data</p> <p>It was noted that this item would be deferred until next meeting of the Board when all the latest data would be available.</p> <p>RESOLVED:</p> <p>That the report be deferred to the next meeting of the Board in July.</p> <p>Numbers on Roll</p> <p>The current numbers on roll for each year group was considered by the Board. It was noted that numbers on roll were good.</p>	<p><i>Head Teacher</i></p> <p><i>Head Teacher</i></p>
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	<p>RESOLVED:</p> <p>That the report be noted.</p> <p>10. School Self Evaluation (SEF)</p> <p>The Board considered the School Self Evaluation Plan. It was noted there would be a pupil premium review after the coming half term.</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <p>11. Aims</p> <p>Consideration was given to the school's current aims, ethos and vision.</p> <p>CQ</p> <p>The Board requested whether there was a single snap shot of the aims of the school? The Head Teacher advised that there was and that he would ask the Clerk to circulate to the Directors.</p> <p>RESOLVED:</p> <p>That the aims, ethos and vision of the school be approved and that the copy of the single snap shot of these be circulated to Directors.</p> <p><i>(Note: Director Mrs R.Kershaw left the meeting at approximately 6.56 pm)</i></p> <p>12. School Development Plan (SDP)</p> <p>The most up to date School Development Plans (SDP) were considered by the Board. The school's current curriculum intent, implementation and impact was also considered by the Board</p> <p>RESOLVED:</p> <p>That the current School Development Plans and current curriculum intent, implementation and impact be noted.</p>	<p><i>Head Teacher/ Clerk</i></p>
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<p>13.</p>	<p>Risk Register</p> <p>The following scheduled risks were reviewed along with an overview of the document:</p> <ul style="list-style-type: none"> • Governance – no change currently required • GDPR – that an annual test be undertaken for cyber attack be added. <p>The Board reviewed the remainder of the risk register and agreed no current changes were required.</p> <p>RESOLVED:</p> <p>That the above addition to the GDPR section of the risk register be approved.</p>	
<p>14.</p>	<p>Safeguarding Report</p> <p>This report had already been considered as part of the Head Teacher’s report (Minute 7 above refers.)</p>	
<p>15.</p>	<p>Appendix to Director’s Code of Conduct – Safe Disposal of Documentation</p> <p>The Board gave consideration to the addition of an appendix to the Director’s Code of conduct regarding a Governors’ document policy and safe disposal of documentation.</p> <p>RESOLVED:</p> <p>That the appendix be approved and added to the Director’s Code of Conduct.</p>	<p><i>clerk</i></p>
<p>16.</p>	<p>Annual Report</p> <p>As noted at minute 6 above, the Annual report would be deferred until the July meeting of the Board.</p>	
<p>17.</p>	<p>Parent’s Governor Questionnaire</p> <p>Further to Minute 18 (15th March 2021 Full Governing Body) consideration was given to draft questions to include on a parents’ questionnaire regarding Governance at the school to aid in developing how the Governors’ profile can be improved and role better understood.</p>	

	<p>It was suggested that the questions be made more open and fewer questions to aid in targeting the information required.</p> <p>RESOLVED:</p> <p>That the parent's Governor questionnaire be circulated in the second week after the summer half term.</p> <p>18. To note permission given by Chair & Vice Chair with regards to admission numbers.</p> <p>RESOLVED:</p> <p>The Board noted permission had been given by the Chair and Vice Chair with regards to admission numbers for the next Academic Year.</p> <p>19. Induction Policy</p> <p>The policy was deferred until the next meeting of the Board in July.</p> <p>20. RSHE (Relationships, Sex and Health Education) Policy</p> <p>The Deputy Head Teacher (Mrs V Folkes) advised that this RSHE policy had been updated to reflect changes since becoming a statutory policy.</p> <p>RESOLVED:</p> <p>That the RSHE Policy be approved.</p> <p>21. School Information Published on web-site</p> <p>RESOLVED:</p> <p>It was noted that Azets, the school's internal auditors had just completed an audit of information published on the school web-site and all was correct and in place</p>	<p><i>Deputy Head (VF)</i></p>
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<p>22.</p>	<p>Company Business:</p> <p>Terms of Office:</p> <p>Reappointment - Jonathan Briggs (Staff Director) and Rita Hall (Article 50 Director)</p> <p>Acceptance of Resignation – Vicky Folkes (Staff Director)</p> <p>Appointment – Nicola Carbert (McDowell) (new Staff Director)</p> <p>1. Upcoming expiry of terms of office of an Article 50 Director</p> <p>1.1. It was noted that the term of office of Rita Hall, previously appointed by the members under article 50 of the Articles (Article 50 Director), would expire on 10 July 2021.</p> <p>1.2. It was noted that the above Article 50 Director, subject to remaining willing and eligible to act, could be re-appointed in accordance with article 64 of the Articles.</p> <p>2. Re-appointment of an Article 50 Director</p> <p>2.1. It was noted that the above Article 50 Director had confirmed her willingness and eligibility to continue to act as a Director of the Academy Trust and it was therefore proposed that they be re-appointed as such by the members (Proposal 1).</p> <p>3. Upcoming expiry of terms of office of Staff Directors</p> <p>3.1. It was noted that the term of office of each of the following Staff Directors would expire on:</p> <p style="padding-left: 40px;">(a) Jonathan Briggs (10th July 2021); and</p> <p style="padding-left: 40px;">(b) Vicky Folkes (5th June 2021).</p> <p>3.2. It was noted that the above Staff Directors, subject to remaining willing and eligible to act, could be re-appointed in accordance with article 64 of the Articles.</p> <p>4. Re-appointment of a Staff Director</p> <p>4.1. It was noted that Jonathan Briggs had confirmed his willingness and eligibility to continue to act as a Staff Director of the Academy Trust and it was therefore proposed that they be re-appointed as such by the members (Proposal 2).</p> <p>5. Resignation of a Staff Director</p> <p>5.1. It was reported that a letter had been received from Vicky Folkes, stating her wish not to be re-appointed or re-elected and resigning from her position as a Staff Director of the Company with effect</p>	
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	<p>from the date at which her resignation is accepted. After careful consideration, it was resolved that the resignation be accepted with immediate effect and that Vicky Folkes be thanked for all her hard work and dedication to the work of the Board.</p> <p>6. Appointment of a New Staff Director</p> <p>6.1. It was proposed that Nicola Carbert be appointed as Staff Directors of the Company.</p> <p>6.2. It was noted that she had consented to act as a director of the Company and a copy of her signed declaration of willingness and eligibility to act as such was produced to the meeting (Proposal 3).</p> <p>6.3. It was noted that the prior passing of resolutions by the members of the Company would be required to effect the proposed New Staff Director appointment.</p> <p>7. Members' written resolutions</p> <p>7.1. It was noted that, to effect Proposals 1 to 3 above, the prior passing of resolutions by the members of the Academy Trust would be required.</p> <p>7.2. Accordingly, a draft set of written resolutions to be signed by the requisite majority of eligible members of the Academy Trust, were produced to the meeting, containing resolutions to:</p> <ul style="list-style-type: none"> (a) re-appoint Rita Hall as an Article 50 Director; (b) re-appoint Jonathan Briggs as a Staff Director; and (c) appoint Nicola Carbert as a Staff Director. <p>7.3. The Directors carefully considered the contents of the written resolutions and, after due and careful consideration, it was resolved that they be circulated to all eligible members of the Academy Trust for signature.</p> <p>8. Filings</p> <p>8.1. Subject to receipt of the requisite consents, it was resolved to prepare and file all necessary forms and documents with the Registrar of Companies and to make all necessary entries in the statutory books and registers of the Academy Trust, to reflect the business transacted at the meeting.</p>	<p><i>Clerk/ Oakwood</i></p>
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<p>23.</p>	<p>Item of Any Other Business:</p> <p>Term Time Dates Consultation</p> <p>Consideration was given to the model of proposed dates for the 2023-24 academic year from Darlington Borough Council.</p> <p>RESOLVED:</p> <p>That the model proposed dates for the 2023-24 academic year be approved.</p>	
<p>24.</p>	<p>Agenda Items for Next Meeting:</p> <ul style="list-style-type: none"> • Standing Items and Policies • Induction Policy • Annual Report 	<p><i>Clerk</i></p>
<p>25.</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 7 above: Head Teacher's report as they contain named staff employed by the Academy in accordance with Article 125 a.) and Minute 5 above: Management Accounts due to their commercial sensitivity in accordance with Article 125 c.)</p>	<p><i>Clerk</i></p>
<p>26.</p>	<p>Date & Time of Next Meeting</p> <p>That the next meeting of the Board be held on Thursday 1st July 2021 at 5.30 pm. The Board agreed that it could be moved to the 1st July from the originally scheduled 5th July 2021.</p> <p>The meeting concluded at 7.35 pm</p>	<p><i>Clerk</i></p>

	<p>Approved by the Governing Body</p> <p>Date: _____</p> <p>Signature (Chair): _____</p> <p>Name: _____</p>	
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Note: the CQ abbreviation stands for – Challenging Question by the Board.