

## The Federation of Abbey Schools Academy Trust

### Governing Body Minutes

**Date & Time:** 5.30 pm on Monday 1<sup>st</sup> April 2019.

**Present Governors:** Mrs E de la Motte (Chair), D Bailey, Mr J Briggs, Mrs V Folkes, Mr M Fryer, Mrs R Hall, Mrs R Kershaw, Mr N Little, Mrs C Marley, Mrs H Parkinson, Mrs J Scott, Mrs C Stow Smith and Mr P Willson.

**Also in Attendance:** Mrs L Hawksby (Clerk to the Governing Body.)

<u>ITEM</u>	<u>DESCRIPTION OF DISCUSSION</u>	<u>ACTION BY</u>
1.	<p><b>Apologies for Absence</b></p> <p>Apologies of absence were received and accepted from:-</p> <ul style="list-style-type: none"> <li>• Mr P Bibby</li> <li>• Dr L Bryant</li> </ul>	
2.	<p><b>Notification of Items of Other Business</b></p> <p>There were 2 items of Other Business which, with the permission of the Chair, had been agreed to be considered: - (Minute 19 below refers.)</p> <ul style="list-style-type: none"> <li>• IR35</li> <li>• DfE Governance Handbook updates (March 2019)</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.</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>4. Approval of Minutes</b></p> <p><b>a) Approval of Minutes</b> – Board Meeting Monday 4<sup>th</sup> February 2019.</p> <p><b>RESOLVED:</b></p> <p>That the Minutes of the meeting of the Board held on Monday 4<sup>th</sup> February 2019 be confirmed and signed as accurate records by the Chair.</p> <p><b>b) Matters Arising –</b></p> <p>There were no matters arising</p> <p><b>Reports of Committees:-</b></p> <p><b>5. Leadership &amp; Management Committee – Wednesday 13<sup>th</sup> February 2019</b></p> <p>The Vice Chair of the Leadership &amp; Management Committee (Mrs R Kershaw) reported on the issues considered and key recommendations made by the Committee on Wednesday 13<sup>th</sup> October 2018.</p> <p>In relation to Minute 4 b.) it was noted that the Chair had drawn up a Directors’ protocol of good practice when conducting monitoring visits which would be brought back to the next meeting of the Board for consideration.</p> <p>With regard to Minute 10 it was noted this was now going to be entered into as a licensing agreement.</p> <p><b>RESOLVED:</b></p> <p>That the issues considered and recommendations made by the Leadership &amp; Management Committee held on the 13<sup>th</sup> February 2019 be noted.</p> <p><b>Teaching &amp; Learning Committee – 6<sup>th</sup> March 2019.</b></p> <p>The Chair of the Teaching &amp; Learning Committee (Mrs E de la Motte) reported on the issues considered and key recommendations made by the Teaching and Learning Committee held on the 6<sup>th</sup> March 2019.</p>	<p><i>Chair/ Clerk</i></p>
--	---	--------------------------------

<p>6.</p> <p>7.</p>	<p>It was highlighted by the Chair of the Teaching and Learning Committee that the Head Teacher had made the SIP document on the Governors' Learning Platform a live document which would continue to be updated and Directors had been asked to add their questions/comments directly onto the document. Comments already received had been noted and updated where required.</p> <p><b>RESOLVED:</b></p> <p>That the issues considered and recommendations made by the Teaching and Learning Committee held on the 6<sup>th</sup> March 2019 be noted.</p> <p><b>Finance Committee Minutes – Thursday 14<sup>th</sup> March 2019</b></p> <p>The Vice Chair of the Finance Committee (Mr P Willson) reported on the issues and key recommendations made by the Finance Committee on the 14<sup>th</sup> March 2019.</p> <p>The Head Teacher clarified to the Board, that in relation to Minute 8, the breakfast and afterschool clubs were both in profit. It was noted that the catering budget was also in surplus and was not ring-fenced.</p> <p><b>RESOLVED:</b></p> <p>That the issues considered and recommendations made by the Finance Committee on the 14<sup>th</sup> March 2019 be noted.</p> <p><b>Chair's Report</b></p> <p>The Chair reported on a letter received from Eileen Milner, chief executive of the Education Skills Funding Agency (ESFA), to the chair of trustees, accounting officers and chief financial officers of academy trusts.</p> <p>The letter included important information about arrangements for academy trust financial returns to the end of 2019.</p> <p><b>RESOLVED:</b></p> <p>That the Chair's report be noted.</p> <p><b>Head Teachers' Report</b></p> <p>The Head Teacher took the Board through his report which included:</p> <ul style="list-style-type: none"> <li>• Statutory Reporting to the Governing Body</li> <li>• Admissions Information 2018/19</li> <li>• Attendance Information</li> </ul>	
---------------------	--	--

	<ul style="list-style-type: none"> <li>• Pupil Premium</li> <li>• Special Educational Needs and Disabilities</li> <li>• Safeguarding</li> <li>• GDPR (General Data Protection Regulations.)</li> <li>• Self-Evaluation Form (SEF) Judgements</li> <li>• School Improvement Plan – 2018/19</li> <li>• Achievement and Standards</li> <li>• Staffing since January 2019</li> <li>• Leadership &amp; Management</li> <li>• Collaborative Work</li> </ul> <p>The Board questioned how the impact could be shown of Doug Lowes visits on the school improvement plan? The Head Teacher advised he would update the school improvement action plans and place them on the Governors’ Learning platform.</p> <p>The Board questioned why there was a significant difference in safeguarding figures from the Autumn 2018 term to the Spring 2019 term? The Deputy Head Teacher (Mrs V Folkes) advised that this was due to that many of the safeguarding incidents logged being pastoral concerns rather than safeguarding issues, and that staff had now been advised how to log these in the correct categories on CPOMS. It was noted that the Autumn term figures would also have included a number of incidents involving the same child. She advised that on the next report to the Board all the CPOMS categories would be listed in the Head Teacher’s report.</p> <p>The Board questioned how the school could improve its’ curriculum? The Head Teacher advised the Senior Leadership Team were cross referencing with the national curriculum to ascertain where there were any gaps. They were also looking at this with subject leaders and staff had attended courses with regard to the curriculum.</p> <p>With regard to the School Improvement Plan the Head Teacher advised that new data was due shortly which he would report back to Directors and make available on the Governors’ Learning Platform. The Board noted there were many positive achievements with regard to the current SIP, such as the success of the accelerated reader scheme and Directors requested that these be placed on the SIP action plans as it demonstrated positive impact.</p> <p><b>RESOLVED:</b></p> <p>That the report be noted and the above actions be implemented.</p>	<p><i>Head Teacher</i></p> <p><i>Deputy Head</i></p> <p><i>Head Teacher</i></p>
--	--	---

<p><b>8.</b></p>	<p><b>Safeguarding</b></p> <p>Current safeguarding information had been provided in the Head Teacher's report and discussed by Directors at Minute 7 above.</p>	
<p><b>9.</b></p>	<p><b>Current Pupil Numbers on Roll</b></p> <p>The current numbers on roll for each year group in the school were included in the Head Teacher's report at item 7 on the Agenda and were noted by the Board.</p>	
<p><b>10.</b></p>	<p><b>Management Accounts</b></p> <p>In line with the Financial Academies Handbook 2018 the Management Accounts/ summary details were presented to the Board for January and February 2019.</p> <p><b>RESOLVED:</b></p> <p>That the report be noted.</p>	
<p><b>11.</b></p>	<p><b>Re-appointment Directors and Appointment of Members</b></p> <p>The Board noted the Directors' whose terms of office were due to expire in July 2019 and that subject to their willingness to continue would be re-appointed in the summer term. It was also noted that progress had been made with regard to the appointment of two new Members and that this would also be formally taken forward in the summer term.</p> <p><b>RESOLVED:</b></p> <p>That the report be noted</p>	<p><i>Clerk</i></p>
<p><b>12.</b></p>	<p><b>Scheme of Delegation</b></p> <p>The Head Teacher presented the new Scheme of Delegation, which had replaced the old Decision Planner, for the Board's considerations.</p> <p><b>RESOLVED:</b></p> <p>a) That the new Scheme of Delegation be approved and placed on the school's web-site.</p> <p>b) That it be taken to each sub-committee in the Summer Term for their considerations.</p>	<p><i>Clerk</i></p> <p><i>Clerk</i></p>

<p><b>13.</b></p>	<p><b>Governors' Learning Day – actions</b></p> <p>The Head Teacher reported that the Governor monitoring reports from the last Governors' Learning Day were all available on the Governors' Learning Platform (under the School Improvement Plan tab) along with the overview of resulting actions.</p> <p>It was agreed by the Board that the next Governors' Learning Day should be held on Wednesday 19<sup>th</sup> June 2019 and would be more staff focused. The Chairs' draft protocol of Directors' good practice for Governors' monitoring would be brought to the next meeting of the Board for approval. It would then be implemented at the next Governors' Learning Day and its effectiveness measured.</p> <p>The new EEF (Education Endowment Foundation) guide to becoming an evidence-informed school governor and trustee was circulated and reported at the meeting. It was noted this was also available on the Governors' Learning platform in the reference section.</p> <p>It was also noted that the Deputy Head teacher (Mrs V Folkes) is going to arrange a meeting with Directors Mrs C.Stow Smith and Mrs R.Hall to discuss progress with regard to PHSE (personal, social, health and economic education).</p> <p><b>RESOLVED:</b></p> <p>That the next Governors' Learning Day be held on Wednesday 19<sup>th</sup> June 2019.</p>	<p><i>Deputy Head</i></p> <p><i>Governors/SLT</i></p>
<p><b>14.</b></p>	<p><b>Staff Code of Conduct Policy</b></p> <p>Consideration was given by the Board to the Staff Code of Conduct Policy.</p> <p><b>RESOLVED:</b></p> <p>That the staff Code of Conduct Policy be approved.</p>	<p><i>Head Teacher</i></p>
<p><b>15.</b></p>	<p><b>Educational Visits Policy</b></p> <p>Consideration was given by the Board to the Educational Visits Policy.</p> <p><b>RESOLVED:</b></p> <p>That the Educational Visits Policy be approved.</p>	<p><i>Head Teacher</i></p>

<p><b>16.</b></p>	<p><b>Summer Term Meeting Dates</b></p> <p>Consideration was given by the Board to the Summer Term meeting dates.</p> <p><b>RESOLVED:</b></p> <p>a) That the Summer Term meeting dates and times be approved.</p> <p>b) That the Clerk circulate the revised dates and place them on the Governor Learning Platform.</p>	<p><i>Clerk</i></p> <p><i>Clerk</i></p>
<p><b>17.</b></p>	<p><b>Health &amp; Safety Accident Statistics</b></p> <p>The Board received the Health &amp; Safety accident statistics report. The new coding mechanism on the report was noted.</p> <p><b>RESOLVED:</b></p> <p>That the Health &amp; Safety accident statistics be noted.</p>	
<p><b>18.</b></p>	<p><b>Admissions – permission for the Local Authority to allocate and refuse places accordingly</b></p> <p>Permission was sought for the Local Authority to allocate and refuse places accordingly on behalf of the school.</p> <p><b>RESOLVED:</b></p> <p>That permission be given for the Local Authority to allocate and refuse places accordingly.</p>	
<p><b>19.</b></p>	<p><b>Items of Any Other Business:</b></p> <p><b>IR35</b></p> <p>A verbal update was provided to the Board by the Head Teacher on the tax IR35 rules, where off-payroll working rules are in place to make sure that where an individual would've been an employee if they were providing their services directly, they pay broadly the same tax and NICs as an employee.</p> <p><b>RESOLVED:</b></p> <p>That the report be noted.</p> <p><b>DfE Governance Handbook updates (March 2019)</b></p> <p>The Clerk advised on the new updated Governance Handbook, which was attached to the Agenda and available on the Governors' Learning Platform reference section. The new</p>	

	<p>updates made greater emphasis on parental engagement, updated signposting to resources – including the new DfE workload reduction toolkit, updated information on Analyse School Performance, and a new subsection on executive pay.</p> <p>The Board requested that Teacher’s workload reduction should be looked at on the Governors Learning Day.</p> <p><b>RESOLVED:</b></p> <p>That the report be noted and that the Teacher’s workload reduction should be looked at as an issue on the Governors’ Learning Day scheduled for the 19<sup>th</sup> June 2019.</p> <p><b>20. Agenda Items for the next and future meetings of the Governing Body</b></p> <ul style="list-style-type: none"> <li>• Current Numbers on Roll</li> <li>• Management Accounts</li> <li>• Members appointments/Directors re-appointments</li> <li>• Directors’ Protocol of Good Practice for monitoring visits</li> </ul> <p><b>21. 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 papers and reports relating to Minute 10 above, due to their commercial sensitivity in accordance with article 125 c.)</p> <p><b>22. Date &amp; Time of Next Meeting</b></p> <p><b>RESOLVED:</b></p> <p>That the next meeting of the Committee be held on Monday 20<sup>th</sup> May 2019 at 5.30 pm.</p> <p>.</p> <p><b>The Meeting concluded at 7.15 pm</b></p>	<p><i>Head Teacher</i></p> <p><i>Clerk</i></p> <p><i>Clerk</i></p> <p><i>Clerk</i></p>
--	--	--



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