

The Federation of Abbey Schools Academy Trust

Governing Body Minutes

Date: Monday 1st July 2021 at 5.30 pm

Directors who took part via virtual Board meeting: Mr J Briggs, Dr L Bryant, Mrs E de la Motte, Mrs R Hall, Mrs R Kershaw, Mrs C Stow Smith, Mr P M Willson, Mrs N McDowell and Mr G Buchanan.

Also in attendance: Mrs L Hawksby (Clerk to the Governing Body) and Mrs C Hurworth (Avec).

<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 Mr M Fryer, Mr N Little, Mrs C Marley and Mrs S Howe. 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 3 items of other business (Please refer to Minute 21 below) :</p> <ul style="list-style-type: none">• Policy - Mental Health & Wellbeing Policy:• Schools Admissions Code 2021 (Verbal report)• Academy Trust Handbook 2021 - the Department for Education has published an update to the Academies Financial Handbook (changing the title to Academy Trust Handbook) which is effective from the 1st September 2021	
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>5.</p>	<p>Welcome</p> <p>Mrs N McDowell, newly appointed Staff Director, was welcomed to the meeting by the Chair of Governors.</p> <p>Directors stepping down and acceptance of resignations – C. Marley and P. Willson (Article 50 Directors)</p> <p>With the permission of the Chair this item was brought forward and considered next on the Agenda. The Clerk provided a verbal report advising the following:</p> <p><u>Upcoming expiry of terms of office of a Parent Director</u></p> <p>It was noted that the term of office of Clare Marley, previously appointed as a Parent Director would expire on 10 July 2021.</p> <p>It was noted that the above Parent Director, subject to remaining willing and eligible to act, could stand for re-election in accordance with article 64 of the Articles.</p> <p>It was reported that a letter had been received from Clare Marley, stating her wish not to be re-appointed or re-elected and resigning from her position as a Parent Director of the Company with effect from the date at which her resignation is accepted.</p> <p><u>Resignation of an Article 50 Director</u></p> <p>It was reported that a letter had been received from Peter Willson, resigning from his position as an Article 50 Director of the Company with effect from the date at which his resignation is accepted.</p> <p><u>Thank you to Directors' Stepping down</u></p> <p>Director Dr Laurence Bryant, on behalf of the Board, thanked Peter Willson and Clare Marley for all their hard work during their time as Directors on the Board. It was noted that Mr P Willson had been one of our longest serving Governors and had been extremely helpful in shaping the Governing Body during that time. Both Directors had provided an invaluable contribution.</p> <p>Mr P Willson thanked everybody for their kind words and best wishes for his retirement. Dr L Bryant also advised Mrs C Marley had forwarded her best wishes and thanks to the Board.</p> <p>RESOLVED:</p> <p>a) After careful consideration it was resolved that the resignations of Clare Marley and Peter Willson be accepted with immediate effect.</p>	
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<p>6.</p>	<p>b) 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>(Note: Mr P.Willson left the meeting at approximately 5.40 pm.)</i></p> <p>Management Accounts/Summer Term update on the 2020/21 Budget & Other Updates/ Budget Medium Term Financial Plan 2021/22</p> <p>Mrs C Hurworth (Avec) reported to the Committee on the financial position and actual performance against the approved 2020/21 budget and the forecast year-end position for both revenue and capital budgets. She also advised on other key areas of financial performance such as aged debtors and cash flow which were noted to be in a good position. She also reported upon key performance indicators and other critical budget updates including the impact of pay awards and Covid19. The latest management accounts were also noted by the Committee. The current in year deficit was noted. The largest impact upon income had been due to less income from catering due to the reduction in hot meal provision because of the Covid ‘bubble’ safety considerations when serving the food. Reserves were still above the level previously agreed by the Board.</p> <p>The Committee also considered the 2021/22 Trust Budget and Medium Term Financial Plan (MTFP). In line with the wider position throughout the sector, the Trust faces significant financial pressures in the next few years, but these have been mitigated to a large extent by the introduction of NFF (National Funding Formula) and the increase in minimum funding levels which result in a significant uplift in funding for the Trust. Staffing costs are expected to continue to increase in the MTFP.</p> <p>It was noted that Audit & Finance Committee had received these reports at their meeting on the 17th June 2021 and their resulting recommendations were reported and after careful consideration approved by the Board at this meeting.</p> <p>RESOLVED:</p> <p>That the Board:</p> <ul style="list-style-type: none"> a) Confirmed receipt and noted the monthly management accounts, cash flow, balance sheet and aged debtors and creditors reports. b) Noted the 2020/21 revenue budget forecast position c) Noted the 2020/21 capital position. 	<p>Clerk /Oakwood</p>
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	<p>d) Noted the content of the Avec Benchmarking report, and confirmed they have reviewed the financial performance of the Trust and identified potential areas for further examination in terms of improved efficiency.</p> <p>e) Noted the reserves position.</p> <p>f) Noted the cash flow projection.</p> <p>g) Noted the school meals trading account projection.</p> <p>h) Approved the proposed 2021/22 budget and MTFP (as attached at Appendix 2 of the MTFP report).</p> <p>i) Approved the financial KPIs for 2021/22.</p> <p>(Note: Mrs C Hurworth left the meeting at 6.03 pm.)</p> <p>7. Approval of Minutes</p> <p>a) Approval of Minutes – Monday 17th May 2021</p> <p>RESOLVED:</p> <p>That the Minutes of the meeting of the Board held on Monday 17th May 2021 be confirmed and signed as an accurate record by the Chair.</p> <p>b) Matters Arising –</p> <p>The Board agreed that with reference to Minute 17 that it would be better to dispatch the Parent Governor Questionnaire just before the beginning of the Autumn half term, as the current summer term was a busy term for parents and it would be better to send it with the Parent’s questionnaire which would also be dispatched at that time. Hopefully the new web-site would also be up and running.</p> <p>8. Reports of Committees:</p> <p>a.) Teaching & Learning Committee - Wednesday 26th May 2021</p> <p>The Chair of the Teaching & Learning Committee reported on the issues and key recommendations from the meeting held on the 26th May 2021.</p> <p>The Board was pleased to note that parental engagement had been strong this term, even with the Covid related disruptions, as the majority of school trips and sports days had been held.</p>	<p>Deputy Head VF</p>
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	<p>RESOLVED:</p> <p>a) That the issues and key recommendations from the Teaching & Learning Committee meeting held on the 26th May 2021 be noted.</p> <p>b) That it be noted the Head of the PFA was due to step down at the end of term and that the Chair would write a card on behalf of the Board thanking her for all her hard work on behalf of the school.</p> <p>b.) Audit & Finance Committee – Thursday 4th March 2021</p> <p>The Chair of the Audit & Finance Committee reported on the issues and key recommendations from the meeting held on the 4th March 2021.</p> <p>The Committee recommended for approval by the Board the proposed 2021/22 budget and Medium Term Financial Plan, as well as noting the current accounts (Minute 6 above refers).</p> <p>The Committee advised the Board that there had been no major changes to the Risk Register this term, however it was reported and noted that the inclusion of cyber security annually had been added to the register.</p> <p>It was also noted that there were some trees which required removal on the school grounds, for which a price for their removal was currently being agreed. The trees would be removed in the school holidays.</p> <p>RESOLVED:</p> <p>That the issues and key recommendations from the Audit & Finance Committee meeting held on the 4th March 2021 be noted.</p> <p>9. Chair’s Report</p> <p>The Chair verbally advised on her correspondence carried out in this term.</p> <p>RESOLVED:</p> <p>That the Chair’s report be noted.</p> <p>10. Head Teacher’s Report (including update on Data)</p> <p>The Head Teacher provided an update report on key school issues and safeguarding. The latest Covid Risk Assessment was also attached for Directors’ information and approval.</p> <p>The Head Teacher reported on the latest Infant and Junior headline data. The Board enquired whether this could be compared with any form of the latest national data, although</p>	<p><i>Chair</i></p>
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<p>CQ</p> <p>11.</p> <p>12.</p>	<p>understood that this had been difficult because of the Covid pandemic? The Head Teacher advised that he would bring Family Fischer trust data to the September meeting of the Board, as other data will have been added by other schools. The Board also requested that the number of pupils in a particular cohort, for example pupil premium children be included with the data percentages in order to help better put the figures into perspective.</p> <p>The Head Teacher also provided an update report with regard to safeguarding and the Government's findings from the 'everyone's invited' website.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> a) That the report be noted. b) That the latest Covid Risk Assessment be noted and approved. c) That the safeguarding report be noted. <p>Safeguarding</p> <p>It was noted that safeguarding updates had been included and reported upon in the Head Teacher's report above.</p> <p>School Development Plan (SDP)</p> <p>Consideration was given to the updated plans for 2020/21 academic year, which were noted. Ideas for the next academic year School Development 21/22 were also considered by the Board and included the following:</p> <ol style="list-style-type: none"> 1. Progress – COVID 19 has had a significant negative impact on the progress of many children particularly disadvantaged and lower attainers. The school's aim is to reduce the differences through targeted intervention 2. Leadership and 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. Context – This has been on hold most of this academic year. Opportunities for subject leaders to develop further and collaborate with other schools and other leaders are planned for this academic year. Focus will be on training, collaboration, monitoring and impact of whole school strategies around schemata, whole school feedback and meta cognition To include governor monitoring. 3. Wellbeing – One of the barriers to the school's curriculum intent is resilience and increased anxiety. The school is developing and embedding practices to enable pupils to self-regulate. More emphasis will be placed on social and 	<p><i>Head Teacher</i></p>
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	<p>emotional education with more planned time and resources used. The school has is also working with staff to reduce workload and this will continue to strive to improve wellbeing for all at Abbey School with more staff meeting time devoted to emotional wellbeing. This will continue due to increased need</p> <p>4. Early Years – Embedding the new curriculum</p> <p>13. Current Pupil Numbers on Roll</p> <p>The current numbers on roll for each year group were considered and noted by the Board.</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <p>14. Annual Report</p> <p>The Board discussed the annual report.</p> <p>RESOLVED:</p> <p>It was agreed that a draft Annual report be brought back to the first meeting of the Board on the 1st September 2021.</p> <p>15. Governors’ Monitoring Visits</p> <p>It was noted by the Board that some Governors’ (Directors’) monitoring visits had been undertaken in the second half of the Summer Term, including English, Science and Physical Education.</p> <p>It was noted from the visits how enthusiastic the children had been with their work and had engaged with the curriculum. Directors had spoken to both the children and subject leads.</p> <p>It was noted that there was some catch up to do , however action plans were in place to facilitate this and the Directors were pleased to note more practical science experiments would now be possible as the pupils were back in school.</p> <p>Governor monitoring visit forms had been completed for these visits.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	<p><i>Directors</i></p>
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<p>16.</p>	<p>Training Feedback and Skills Audit</p> <p>The Clerk reported on the latest Governor Training undertaken which was as follows:</p> <table border="0"> <tr> <td>Peter Willson</td> <td>Keeping Children Safe in Education</td> </tr> <tr> <td>Rita Hall-</td> <td>Keeping Children Safe in Education</td> </tr> <tr> <td>George Buchanan</td> <td>Keeping Children Safe in Education</td> </tr> <tr> <td>Mike Fryer</td> <td>Keeping Children Safe in Education</td> </tr> <tr> <td>Rita Hall</td> <td>Keeping Children Safe in Education</td> </tr> <tr> <td>George Buchanan</td> <td>School Finance Explained</td> </tr> <tr> <td>Shahad Howe</td> <td>School Finance Explained</td> </tr> </table> <p>The following Directors had also completed the GDPR (General Data Protection Regulations) training which had been held via zoom:</p> <p>Laurence Bryant George Buchanan Emma de la Motte Rita Hall Rachel Kershaw Nigel Little Nicola McDowell</p> <p>The Board also discussed training going forward. It was noted that Nicola McDowell would be attending new Governor Induction in November 2021 and that the Chair hoped to attend EYFS (Early Years Foundation stage and preparing for Ofsted in the Autumn Term. It was agreed that in house training for all Governors could also be undertaken on the following:</p> <p>Ofsted Training – Head Teacher to facilitate SEN - SENCO to facilitate Finance – Avec Finance to facilitate</p> <p>Other in house training could include the new curriculum and pupil premium.</p> <p>Any training needs identified from the latest skills audit would also be included in Governors’ training. It was noted that all Directors would be sent by the Clerk a skills audit to complete with the results brought back to the 13th September meeting of the Board.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	Peter Willson	Keeping Children Safe in Education	Rita Hall-	Keeping Children Safe in Education	George Buchanan	Keeping Children Safe in Education	Mike Fryer	Keeping Children Safe in Education	Rita Hall	Keeping Children Safe in Education	George Buchanan	School Finance Explained	Shahad Howe	School Finance Explained	<p><i>Head Teacher/ Staff/ Directors/ Clerk</i></p> <p><i>Directors/ Clerk</i></p>
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<p>17.</p>	<p>Health & Safety Accident Statistics</p> <p>Consideration was given by the Board to the Health & Safety accident statistics.</p> <p>RESOLVED:</p>															

<p>18.</p>	<p>That the report be noted.</p> <p>Meeting Dates and Times – 2021/22 Academic Year</p> <p>Consideration was given to the 2021/22 Meeting Dates and times for the Autumn, Spring and Summer terms. It was hoped in the next Academic year to resume some face to face meetings.</p> <p>RESOLVED:</p> <p>That the meeting dates and times be approved.</p> <p>Policies:</p>	<p><i>Clerk</i></p>
<p>19.</p>	<p>Induction Policy (deferred form last meeting)</p> <p>Consideration was given by the Board to the Induction Policy which had been deferred from the last meeting.</p> <p>RESOLVED:</p> <p>That the Induction Policy be approved.</p>	<p><i>Head Teacher</i></p>
<p>20.</p>	<p>Legionella Policy</p> <p>Consideration was given by the Board to the Legionella's Policy.</p> <p>RESOLVED:</p> <p>That the Legionella's Policy be approved.</p>	<p><i>Head Teacher</i></p>
<p>21.</p>	<p>Items of Any Other Business:</p> <p>Policy - Mental Health & Wellbeing Policy</p> <p>Consideration was given by the Board to the Mental Health & Wellbeing Policy.</p> <p>RESOLVED:</p> <p>That the Mental Health & Wellbeing Policy be approved.</p>	<p><i>Head teacher</i></p>

	<p>Schools Admissions Code 2021</p> <p>The Head Teacher advised that wording would be required to be added to the School Admissions Code from the 1st September regarding Looked After Children and also in relation to children coming from care from abroad. Additional responsibilities would also be included regarding service children and their admission into the school.</p> <p>RESOLVED:</p> <p>That the school’s admissions arrangements be updated to reflect the new legislative requirements as referred to above.</p> <p>Academy Trust Handbook 2021</p> <p>The Board noted that the Department for Education (DFE) had published an update to the Academies Financial Handbook (changing the title to Academy Trust Handbook) which is effective from the 1st September 2021.</p> <p>The DfE are hoping for the Handbook to become a “one stop shop” for trustees, local governors and leaders of trusts. An information sheet summarising the key changes to the Handbook, which is effective from 1 September 2021, was considered by the Board and a copy of the new Handbook was attached to the Agenda.</p> <p>RESOLVED:</p> <p>That the changes to the Academy Trust Handbook be noted and that a further report be brought to the next meeting of the Board on the 13th September 2021.</p>	<p><i>Head Teacher</i></p>
<p>22.</p>	<p>Agenda Items for Next Meeting:</p> <p>Standing Items and Policies</p>	
<p>23.</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/reports relating to ‘Management Accounts’ Minute 6 due to their commercial sensitivity in accordance with article 125 c.</p>	<p><i>Clerk</i></p>

<p>24.</p>	<p>Date & Time of Next Meeting</p> <p>That the next meeting of the Board be held on the 13th September 2021, possibly 'face to face' rather than Zoom, depending on current Covid restrictions at the time.</p> <p>The meeting concluded at 7.55 pm</p> <p>Approved by the Governing Body</p> <p>Date: _____</p> <p>Signature (Chair): _____</p> <p>Name: _____</p>	<p><i>Clerk</i></p>
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Note: the **CQ** abbreviation stands for – Challenging Question by the Board.