

The Federation of Abbey Schools Academy Trust

Governing Body Minutes

Date & Time: 5.30 pm on Monday 20th May 2019.

Present Governors: Mrs E de la Motte (Chair), D Bailey, Mr J Briggs, Dr L Bryant, Mr M Fryer, Mrs R Hall, Mrs R Kershaw, Mr N Little, Mrs C Marley, Mrs H Parkinson, Mrs J Scott, 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>Apologies for Absence</p> <p>Apologies of absence were received and accepted from:-</p> <ul style="list-style-type: none"> • Mr P Bibby • Mrs V Folkes • Mrs C Stow-Smith 	
2.	<p>Notification of Items of Other Business</p> <p>There were 4 Items of Other Business which, with the permission of the Chair prior to the meeting, had been agreed to be considered: - (Minute 13 below refers.)</p> <ul style="list-style-type: none"> • Budget Forecast Return Outturn 2019 (BFRO) • Local Authority Chair Link Governor Meeting - 1st May 2019 - papers for information • Communications Policy • School Logo 	
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 in relation to the Agenda.</p>	

	<p>Declaration of any updates for the Register of Business Interests.</p> <p>There was one Update for the Register of Business Interests: Dr L Bryant, who would advise the Clerk in order that the register could be updated.</p> <p>4. Approval of Minutes</p> <p>a) Approval of Minutes – Monday 1st April 2019</p> <p>RESOLVED:</p> <p>That the Minutes of the meeting of the meeting held on Monday 1st April 2019 be confirmed and signed as accurate records by the Chair, subject to at Minute 5 in the minutes being amended to reflect that the fact that the Vice Chair, Mr P Willson had reported on the meeting held on the 14th March 2019.</p> <p>b) Matters Arising –</p> <p>There were no matters arising.</p> <p>5. Management Accounts</p> <p>The Head Teacher reported that there was a projected overspend this year of approximately £11,000, largely due to the increase in the Teacher’s pension contributions.</p> <p>CQ The Board enquired whether the added pressure on the budget would affect the delivery of School Improvement Plan priorities? The Head Teacher advised that the identified spend in EYFS would be taken out of Capital and would be spent this Academic Year rather than the next when the budget was tighter.</p> <p>CQ The Board also enquired whether there was any increase in pupil premium? The Head Teacher confirmed there was not an increase in pupil premium and that there was the added pressure in the next Academic year of the requirement of more SEND support, which is partly funded, but would not cover all costs.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	
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<p>6.</p>	<p>Current pupil numbers on roll</p> <p>The Board gave consideration to the current numbers on roll. It was noted that nationally in five years' time there was a projected fall in the birth rate.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	
<p>7.</p>	<p>Data</p> <p>The Head Teacher reported on the Spring data. He advised that there had been a slight dip in the data for pupil premium children in years 2 and 4 which was being addressed.</p> <p>He advised the Board that a new SENCO had been appointed for the next Academic Year, who would be looking at different ways of tracking special needs as Target Tracker does not always work as well for these pupils.</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <p><i>(Note: Governors Mr D.Bailey left the meeting at approximately 6.00 pm.)</i></p>	
<p>8.</p>	<p>Directors' Protocol of Good Practice for Monitoring Visits</p> <p>The Chair of the Board had drawn up a Directors' Protocol of Good Practice for Monitoring Visits which she presented to the Board. It was noted that this could be used at the Governors' Learning Day on Wednesday 19th June 2019.</p> <p>RESOLVED:</p> <p>That the Directors' protocol of good practice for monitoring visits be approved.</p>	<p>Directors</p>
<p>9.</p>	<p>Summer Term Updates</p> <p>The Head Teacher advised that in the Summer Term there would be collaborative peer review work between Abbey, Polam and Skerne Park schools.</p> <p>He also advised the Board that the Nursery provision on the site was on track and would be commencing from September of the next Academic Year.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	

<p>10.</p>	<p>Lock Down Policy</p> <p>The Board gave consideration to the Lockdown Policy. It was noted on the 3rd of July a ‘Safety Day’ would be held in which elements of the policy would be tested. Feedback on the day would be provided to the Board.</p> <p>RESOLVED:</p> <p>That the Lockdown Policy be approved.</p>	<p><i>Head Teacher</i></p>
<p>11.</p>	<p>Parentmail</p> <p>The Clerk requested permission to use Parentmail as another means of communication with Directors.</p> <p>RESOLVED:</p> <p>That permission be given.</p> <p><i>(Note: Governors Dr L.Bryant left the meeting at approximately 6.30 pm.)</i></p>	<p><i>Clerk</i></p>
<p>12.</p>	<p>Company Business : Members Appointments/Directors re-appointments:</p> <p>1. Resignation of Parent Director</p> <p>1.1. A letter from Peter Alan Bibby, resigning as a Parent Director of the Company with effect from the date on which the board of directors of the Company accepts his resignation, was produced to the meeting. After careful consideration, it was resolved that such resignation be accepted with effect from 20th May 2019.</p> <p>1.2. It was resolved that the secretary be instructed to prepare and file the necessary form with the Registrar of Companies and make the necessary entries in the Company’s statutory books, to reflect the director resignation.</p> <p>2. Appointment of additional members</p> <p>2.1. It was noted that following his resignation as a director of the Company, Peter Alan Bibby wished to become a member of the Company.</p> <p>2.2. It was further noted that Joseph Andrew Deane, also a former director of the Company, wished to become a member of the Company.</p> <p>2.3. In accordance with article 17 of the Articles, a signed written consent to becoming a member of the Company was produced to the meeting from each of Peter Alan Bibby and Joseph Andrew Deane.</p>	

	<p>2.4. It was noted that under article 16 of the Articles, the members may agree unanimously in writing to appoint such additional members as they think fit and it was proposed that Peter Alan Bibby and Joseph Andrew Deane be appointed as additional members accordingly (Proposal 1).</p> <p>3. Re-appointment of directors</p> <p>3.1. It was noted that the term of office of each of the following directors who had been appointed by the members under article 50 of the Articles (Article 50 Directors) would expire on 31 July 2019:</p> <ul style="list-style-type: none"> (a) Laurence Miles Bryant; (b) Emma Louise de La Motte; (c) Michael James Fryer; and (d) Peter Malcolm Willson. <p>3.2. It was noted that the above Article 50 Directors had confirmed their willingness and eligibility to continue to act as directors of the Company and it was therefore proposed that they be re-appointed as such by the members, in accordance with article 64 of the Articles (Proposal 2).</p> <p>4. Members' written resolutions</p> <p>4.1. It was noted that to effect Proposal 1 and Proposal 2, the prior passing of resolutions by the members of the Company would be required.</p> <p>4.2. Accordingly, draft written resolutions to be signed by the requisite number of eligible members of the Company, were produced to the meeting, containing resolutions to:</p> <ul style="list-style-type: none"> (a) re-appoint each of Laurence Miles Bryant, Emma Louise de La Motte, Michael James Fryer and Peter Malcolm Willson as an Article 50 Director with effect from 31 July 2019; and (b) appoint each of Peter Alan Bibby and Joseph Andrew Deane as an additional member of the Company with effect from the date of the resolutions (Written Resolutions). <p>4.3. After careful consideration of the contents of the Written Resolutions, it was resolved that they be circulated to all eligible members of the Company for signature.</p> <p>4.4. Subject to the Written Resolutions being circulated to and signed by all eligible members of the Company (and therefore, validly passed), it was resolved that the secretary be instructed to make all necessary entries in the Company's statutory books, to reflect</p>	
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<p>13.</p>	<p>the director and member changes effected by the Written Resolutions.</p> <p>Items of Any Other Business:</p> <p>Budget Forecast Return Outturn 2019 (BFRO)</p> <p>The Head Teacher reported on the Budget Forecast Return Outturn 2019 (BFRO).</p> <p>RESOLVED:</p> <p>That it be noted and approved by the Board.</p> <p>Local Authority Chair Link Governor Meeting - 1st May 2019 - papers for information</p> <p>The Local Authority Chair Link Governor Meeting (1st May 2019) papers were noted for information. It was noted that Abbey are an early adopter school on the statutory implementation of RSE (Relationship and Sex Education) and Health Education which will commence in the school from September 2019.</p> <p>RESOLVED:</p> <p>That the papers be noted and Directors' be involved in any training provided in relation to the new Ofsted framework.</p> <p>Communications Policy</p> <p>Consideration was given by the Board to the Communications Policy.</p> <p>RESOLVED:</p> <p>That the Communications Policy be approved.</p> <p>School Logo</p> <p>A presentation was provided to the Board on the new School logo and motto.</p> <p>RESOLVED:</p> <p>That the logo and motto be noted and approved.</p>	<p><i>Head Teacher/ Clerk</i></p> <p><i>Head/ Teacher</i></p>
<p>14.</p>	<p>Agenda Items for the next meeting of the Governing Body</p> <ul style="list-style-type: none"> • Standing Items • Feedback on Safety Day 	<p><i>Clerk</i></p>

<p>15.</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 Item 5: Management Accounts due to their commercial sensitivity in accordance with article 125 c.)</p>	<p><i>Clerk</i></p>
<p>16.</p>	<p>Date & Time of Next Meeting</p> <p>RESOLVED:</p> <p>That the next meeting of the Committee be held on Monday 8th July 2019 at 5.30 pm.</p> <p>.</p> <p>The Meeting concluded at 7.20 pm</p> <p>Approved by the Governing Body</p> <p>Date: _____</p> <p>Signature (Chair): _____</p> <p>Name: _____</p>	<p><i>Clerk</i></p>