

The Federation of Abbey Schools Academy Trust

Governing Body Minutes

Date: Thursday 22nd September 2022 at 5.30 pm

Present Governors: Mrs E de la Motte, Mrs R Kershaw, Mr J Briggs, Dr L Bryant, Mr M Fryer, Mrs N McDowell 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>Election of Chair for the ensuing Academic Year</p> <p>The Governance Professional opened the meeting in the absence of a Chair. Nominations were sought and received for the position of Chair for the ensuing Academic Year.</p> <p>RESOLVED:</p> <p>That Mrs E de la Motte be appointed Chair for the ensuing Academic Year.</p> <p><i>(Note: Mrs E de la Motte in the Chair for the remainder of the meeting.)</i></p>	
2.	<p>Election of Vice-Chair for the ensuing Academic Year</p> <p>Nominations were sought and received for the position of Vice-Chair for the ensuing Academic Year.</p> <p>RESOLVED:</p> <p>That Mrs R Kershaw be appointed as Vice-Chair for the ensuing Academic Year.</p>	
3.	<p>Apologies for Absence</p> <p>Apologies were received and accepted for Directors:</p> <p>Mrs S Howe, Mrs C Stow Smith and Mr N Little.</p>	

<p>4.</p> <p>5.</p> <p>6.</p> <p>CQ</p>	<p>Notification of Items of Other Business:</p> <p>There were 2 items of other business (Please refer to the minute 38 below) :</p> <ul style="list-style-type: none"> • Summer Internal Audit Report • Annual Summary of Internal Audit Reports <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>Director G Buchanan advised that he had an update to the wording of his Declaration of Business interests for 2022/23, which he would forward to the Governance Professional.</p> <p>Automatic Disqualification Declaration reminder for Charity Trustees.</p> <p>There were no updates reported by Charity Trustees.</p> <p><i>(With the permission of the Chair the item below was brought forward on the Agenda.)</i></p> <p>Management Accounts</p> <p>Mrs C Hurworth (EPM) reported on the June and July 2022 Management Accounts. She advised that over the summer the Government had announced pay rises for Teachers which were above the Government’s initial proposal of a 3% increase, which had been factored into the school’s current budget. The Teachers’ pay rise announced in July by the Government included targeting Early Career Teachers with a percentage uplift of between 5% to 8.9% depending on experience, and a 5% pay rise for experienced teachers will have an effect this academic year. The increased support staff pay award of £1925 per full time employee that was offered to support staff in July to be backdated to April was much more than the 3% budgeted and had therefore left a deficit of £18,000 in the July Management Accounts. It was noted this would affect every school. The Board asked what they could do this autumn term with regards to planning/managing this increase in the budget for the Academic Year? Mrs Hurworth advised that further details regarding whether there would be any extra funding from the Government should be available later this</p>	<p><i>Director G Buchanan/ Governance Professional</i></p>
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<p>CQ</p>	<p>term. The Board also enquired whether these higher pay awards had now been factored into the next year’s budget 2023-24? Mrs C Hurworth explained that the updated pay awards would be included in the 22/23 updated projection produced in the latter half of this term, but that they were not in the 23/24 figures.</p>	
<p>CQ</p>	<p>The Board enquired whether the school had been successful in securing PE funding for this Academic Year? Mrs Hurworth advised that it wasn’t included in the current 2022-23 budget, but would be added in the projection as referred to above.</p> <p>RESOLVED:</p> <p>a) That the Board confirmed receipt of the monthly management accounts, cash flow, balance sheet and aged debtors and creditors reports.</p> <p>b) That the Board continue to monitor the effect of the increased pay awards and await further details regarding whether there would be any extra funding from the Government later this term.</p> <p><i>(Note: Mrs C.Hurworth left the meeting at 5.55 pm)</i></p>	<p><i>Board</i></p> <p><i>Board</i></p>
<p>7.</p>	<p>Approval of Minutes</p> <p>a) Approval of Minutes – Monday 4th July 2022</p> <p>RESOLVED:</p> <p>That the Minutes of the meeting of the Board held on Monday 4th July 2022 be confirmed and signed as an accurate record by the Chair.</p> <p>b) Matters Arising –</p> <p>There were no matters arising.</p>	
<p>8.</p>	<p>Annual Report – summary sheet</p> <p>It was noted that the annual report summary sheet would be circulated to Directors once available.</p> <p>RESOLED:</p> <p>That the report be noted.</p>	<p><i>Director R.Kershaw</i></p>

<p>9.</p>	<p>Current Numbers on Roll</p> <p>The current numbers on roll were considered and noted by the Board.</p> <p>RESOLVED:</p> <p>That the current numbers on roll were noted.</p>	
<p>10.</p> <p>CQ</p>	<p>Overview of School Data</p> <p>The Head Teacher reported on an overview of data Year 1 to Year 6 (summer term teacher assessments.)</p> <p>It was noted writing had a dip in figures and the Board enquired how the school was ensuring writing was being targeted? The Head Teacher advised that the school was moderating regularly within school and with other schools, it had bought a new spelling scheme Easy Spell to support with spelling and is going to use GAPS assessments to support the diagnostic assessment of grammar and punctuation.</p> <p>RESOLVED:</p> <p>That the data be noted and that further information regarding Early Years data would be taken to the Teaching & Learning Committee on the 9th November 2022.</p>	<p><i>Head Teacher</i></p>
<p>11.</p>	<p>School Development Plan (SDP) and Self Evaluation Forms (SEFs) – focus for the year and allocation of Director monitoring</p> <p>The Head Teacher reported on the updated Self Evaluation Forms (SEF), from which the Board noted the actions were made into priorities in the School Development Plan (SDP). He also updated the Board on the current SDP. It was noted the Governor monitoring for this academic year would focus on the lower attainers, talking to both staff and pupils.</p> <p>It was suggested by the Board that before Governor meetings it would be useful have overviews/presentation by members of staff on areas such as safeguarding, wellbeing and the curriculum.</p> <p>The Head Teacher reported on the recent visit by Directors to MAT (Multi Academy Trust's) presentations, with the slides noted by the Board. It was agreed that it would be useful to have an overarching talk by Director R.Kershaw with regards to MATs and what to consider further when joining them.</p> <p>RESOLVED:</p>	

	<p>a) That the report be noted.</p> <p>b) That a talk by Director R.Kershaw regarding MAT's be arranged this Autumn Term.</p> <p>c) That where possible overviews/presentations by members of staff on areas such as safeguarding, wellbeing and the curriculum be undertaken before Board meetings.</p>	<p><i>Governance Professional/ Director R. Kershaw</i></p> <p><i>Head Teacher/ Governance Professional</i></p>
12.	<p>Directors' Visits – Summer Term</p> <p>Consideration was given by the Board to Director's visits which had been undertaken in the last Summer Term, which Included :</p> <ul style="list-style-type: none"> • Annual governor monitoring visit to review premises management documents, procedures and systems • Pupil voice – Y1 – 6 and book look – History/Geography and English – bottom 20% of achievers • Pupil Voice & Subject Leader discussion P.E (Physical Education) <p>RESOLVED:</p> <p>a) That the reports be noted.</p> <p>b) That the Chair and Head Teacher review the Directors visits forms and evaluate them and make any amendments for the next visits.</p>	<p><i>Head Teacher/ Chair</i></p>
13.	<p>P.E/Sports Funding Action Plan</p> <p>Consideration was given to the P.E/Sports Funding Action Plan and evidence of the impact of P.E and Sports Premium 2021-22.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	
14.	<p>Risk Register</p> <p>Consideration was given to the whole of the Risk Register and specifically the following areas of risk contained within the Risk Register with any resulting recommendations:</p> <ul style="list-style-type: none"> • Safeguarding/Child Protection – include reference to provide internet safety updates for parents in section 2.4 No.3 	

	<ul style="list-style-type: none"> • Health & Safety – no changes to this area of the risk register required at the current time • Reputation – include reference to completing IT penetration test within this section of the Risk Register • Pandemic – no changes to this area of the risk register required at the current time <p>RESOLVED:</p> <p>That the Risk Register be noted and changes as detailed above be approved.</p>	<p><i>Head Teacher</i></p>
<p>15.</p>	<p>Safeguarding</p> <p>The Head Teacher reported on the latest safeguarding updates. A newsletter from Darlington Borough Council regarding Prevent was noted by the Board. A summary of changes to Keeping Children Safe in Education 2022 effective from September 1st 2022 was also considered and noted by the Board.</p>	
<p>16.</p>	<p>RESOLVED:</p> <p>That the report be noted.</p> <p>Admission Arrangements (for September 2024)</p> <p>The Board considered and approved the admission arrangements for September 2024.</p> <p>RESOLVED:</p> <p>That the Admission Arrangements for September 2024 be approved.</p>	<p><i>Head Teacher</i></p>
<p>17.</p>	<p>Directors' Code of Conduct review/approval</p> <p>The Directors' Code of Conduct was reviewed by the Board and approved for 2022/23.</p> <p>RESOLVED:</p> <p>That the Directors' Code of Conduct for 2022/23 be approved and adopted by all Directors.</p>	<p><i>Directors</i></p>
<p>18.</p>	<p>Governor Business Interest Pro-formas - Clerk to confirm receipt and signatures from all Directors and Senior Employees</p>	

	<p>The Governance Professional confirmed that the majority of business and pecuniary interests had been received for 2022/23, with the remaining due to be received shortly. All were published on the school web-site.</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <p>19. Skills Audit</p> <p>The Governance Professional advised that the 2022/23 skills audit forms for Directors had been circulated and that the results would be circulated to the Directors upon their completion.</p> <p>RESOLVED:</p> <p>That the results of the Skills Audit be circulated to Directors upon receipt of all forms.</p> <p>20. Current Structure of Governing Body</p> <p>The current structure of the Board was noted and is compliant with the Academy's Articles. It was noted that there were a few Directors whose terms of office were due to end in July 2023 and that the Governance Professional would contact these Directors to ascertain whether they wished to continue for another term. It was agreed that this would be looked at further at the December meeting of the Board.</p> <p>RESOLVED:</p> <p>That the current structure of the Board be noted and reviewed again at the 12th December 2022 Board meeting.</p> <p>21. Annual Review of Committee Memberships 2022/23</p> <p>Consideration was given to the committee membership for 2022/23. It was agreed by the Board that the committee membership should remain the same. It was noted that R.Hall had stepped down as a Director at the end of the last Academic Year and was therefore no longer a member of the Audit & Finance Committee.</p> <p>RESOLVED:</p> <p>That the committee membership for 2022/23 remain the same and be approved subject to the removal R.Hall from the Audit & Finance Committee membership as she had stepped down as a Director at the end of the last Academic Year.</p>	<p><i>Directors/ Governance Professional</i></p> <p><i>Governance Professional</i></p> <p><i>Governance Professional</i></p> <p><i>Governance Professional</i></p>
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<p>22.</p>	<p>Review of Standing Items and Terms of Reference for the Board</p> <p>The Board reviewed their standing items and terms of reference.</p> <p>RESOLVED:</p> <p>That the Board’s standing items and terms of reference be approved.</p>	<p><i>Governance Professional</i></p>
<p>23.</p>	<p>Policy Review Table – overview</p> <p>Consideration was given to the current Policy Table.</p> <p>RESOLVED:</p> <p>That the current Policy Table be noted and that no changes were required at the current time.</p> <p>Policies:</p>	
<p>24.</p>	<p>Keeping children safe in Education</p> <p>Consideration was given to the Department for Education’s Keeping Children Safe in Education September 2022 and key updates.</p> <p>RESOLVED:</p> <p>That it be noted and that all Directors had received this documentation and would sign as read.</p>	<p><i>Directors/ Governance Professional</i></p>
<p>25.</p>	<p>Child Protection Policy</p> <p>Consideration was given by the Board to the Child Protection Policy.</p> <p>RESOLVED:</p> <p>That the Child Protection Policy be approved and that it be noted that all Directors had received this documentation and would sign as read.</p>	<p><i>Directors/ Governance Professional</i></p>
<p>26.</p>	<p>SEND Information Report and Policy</p>	

	<p>Consideration was given by the Board to the SEND (special educational needs or a disability) Policy and SEND Information Report September 2022.</p> <p>RESOLVED:</p> <p>That the current SEND Policy and SEND Information report be approved.</p>	<p><i>Head Teacher</i></p>
<p>27.</p>	<p>Administration of Medicine</p> <p>Consideration was given by the Board to the Administration of Medicine Policy.</p> <p>RESOLVED:</p> <p>That the Administration of Medicine Policy be approved.</p>	<p><i>Head Teacher</i></p>
<p>28.</p>	<p>Anti-Fraud & Corruption</p> <p>Consideration was given by the Board to the Anti-Fraud & Corruption Policy.</p> <p>RESOLVED:</p> <p>That the Anti-Fraud & Corruption Policy be approved.</p>	<p><i>Head Teacher</i></p>
<p>29.</p>	<p>Asthma Policy</p> <p>Consideration was given by the Board to the Asthma Policy.</p> <p>RESOLVED:</p> <p>That the Asthma Policy be approved.</p>	<p><i>Head Teacher</i></p>
<p>30.</p>	<p>First Aid Policy</p> <p>Consideration was given by the Board to the First Aid Policy.</p> <p>RESOLVED:</p> <p>That the First Aid Policy be approved.</p>	<p><i>Head Teacher</i></p>
<p>31.</p>	<p>Intimate Care Policy</p> <p>Consideration was given by the Board to the Intimate Care Policy.</p> <p>RESOLVED:</p>	

<p>32.</p>	<p>That the Intimate Care Policy be approved.</p> <p>Pupils with Additional Health Needs</p> <p>Consideration was given by the Board to the Pupils with Additional Health Needs Policy.</p> <p>RESOLVED:</p> <p>That the Pupils with Additional Health Needs Policy be approved.</p>	<p><i>Head Teacher</i></p> <p><i>Head Teacher</i></p>
<p>33.</p>	<p>Supporting Pupils with Medical Conditions</p> <p>Consideration was given by the Board to the Supporting Pupils with Medical Conditions Policy.</p> <p>RESOLVED:</p> <p>That the Supporting Pupils with Medical Conditions Policy be approved.</p>	<p><i>Head Teacher</i></p>
<p>34.</p>	<p>Education Visits Policy</p> <p>Consideration was given by the Board to the Education Visits Policy.</p> <p>RESOLVED:</p> <p>That the Education Visits Policy be approved.</p>	<p><i>Head Teacher</i></p>
<p>35.</p>	<p>Complaints Procedure</p> <p>Consideration was given by the Board to the School's Complaints Procedure.</p> <p>RESOLVED:</p> <p>That the Complaints Procedure be approved subject to Appendix 3 of the procedure being available as a separate form and the parts being re-named to numbered stages.</p>	<p><i>Head Teacher</i></p>
<p>36.</p>	<p>School Meals Debts Policy</p> <p>Consideration was given by the Board to the School Meals Debts Policy.</p>	

	<p>RESOLVED:</p> <p>That the School Meals Debts Policy be approved subject to:</p> <ul style="list-style-type: none"> • Reference being made to parents contacting the Business Team/school for advice and support if they are struggling paying for school meals • Reference to the new Pay 360 payment method being updated in the document. <p>37. HR Policies EPM</p> <p>RESOLVED:</p> <p>That consideration of the Human Resources Policies be deferred until the 16th November 2022 Full Governing Body meeting.</p> <p>38. Item of Any Other Business:</p> <p>Summer Internal Audit Report</p> <p>The Board considered the internal assurance report provided by the Trust's internal auditors Azets from the Summer Term.</p> <p>The Board noted that there were no issues or recommendations of major concern, with the one 'Housekeeping' recommendation relating to an opportunity to implement a good or better practice and to further reduce risk with regard to recording cheques and cash received.</p> <p>RESOLVED:</p> <p>That the recommendation relating to a formal policy being put in place to record cheques and cash received be put in place, so that they can be reconciled to deposits in order to mitigate the risk of theft.</p> <p>Annual Summary of Internal Audit Reports</p> <p>Consideration was given by the Board to the Annual Summary of Internal Audit Report which is submitted the ESFA by 31 December each year when the audited annual accounts are submitted and placed on the school web-site.</p> <p>RESOLVED:</p>	<p><i>Head Teacher</i></p> <p><i>Head Teacher</i></p> <p><i>Governance Professional</i></p> <p><i>Business Team</i></p> <p><i>Head Teacher/</i></p>
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	<p>That the Annual Summary of Internal Audit Report be noted and be submitted to the ESFA by 31 December 2022 when the audited annual accounts are submitted and then placed on the school web-site.</p>	<p><i>Business Team/ Governance Professional</i></p>
<p>39.</p>	<p>Agenda Items for Next and Future Meetings:</p> <p>Standing Items/Policies/HR Policies</p>	<p><i>Governance Professional</i></p>
<p>40.</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 Minute 6 above: Management Accounts due to their commercial sensitivity in accordance with article 125 c. and any papers/reports relating to Minute 10 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><i>Governance Professional</i></p>
<p>41.</p>	<p>Date & Time of Next Meeting</p> <p>That the next meeting of the Board be held on 16th November 2022 at 5.30 pm.</p>	<p><i>Governance Professional</i></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>	
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Note: the **CQ** abbreviation stands for – Challenging Question by the Board.