

The Federation of Abbey Schools Academy Trust

Governing Body Minutes

Date: Monday 25th January 2021 at 5.30 pm

Directors who took part via virtual Board meeting: Mr J Briggs, Dr L Bryant, Mrs E de la Motte, Mr M Fryer, Mrs R Hall, Mrs R Kershaw, Mrs C Marley, Mrs C Stow Smith, 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) 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 Director Mrs V Folkes. 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 the minute 18 below) :</p> <p>Exclusions Policy</p> <p>Governor Induction Policy</p> <p>Governor Briefing – Childcare Right to Request (For Information.)</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>CQ</p>	<p>Approval of Minutes</p> <p>a) Approval of Minutes – Monday 14th December 2020</p> <p>RESOLVED:</p> <p>That the Minutes of the meeting of the Board held on Monday 14th December 2020 be confirmed and signed as an accurate record by the Chair.</p> <p>b) Matters Arising –</p> <p>The Board enquired whether the Governors’ Learning Day, provisionally earmarked for the 10th March 2021, would still be able to go ahead given the current Covid 19 restrictions?</p> <p>The Head Teacher advised that he hoped it would be (sometime in the Spring Term if not this date), possibly via zoom if the Covid restrictions remained.</p> <p>The Board also discussed how to improve knowledge of the work of the Governing Body, with a couple of suggestions being adding a bit more of what the Board does onto parental communications and perhaps a video recording of a few Directors explaining their work. (Note: This issue was discussed further at Minute 6 below.)</p> <p><i>(With the permission of the Chair item 7 Management Accounts was considered next on the Agenda.)</i></p>	<p>Head Teacher</p> <p>Directors</p>
<p>5.</p> <p>CQ</p>	<p>Management Accounts</p> <p>Mrs C Hurworth updated the Board on the November and December Management Accounts.</p> <p>She advised that the current deficit for December was approximately just over £4,000. As previously noted from the last report (Minute 6 - Governing Body 14th December 2020) the largest downturn/loss of income was in the catering budget. Also there had been increased expenditure due to the requirement for extra after school club staffing and extra Covid related cleaning. Increases in income had however also been received from the Covid catch up money and 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. The Board questioned the difference in figures between November and December? Mrs Hurworth advised that she would check and report back.</p> <p>It was noted that the final end of year accounts had now been submitted to the EFSA.</p>	

	<p>RESOLVED:</p> <p>That the management accounts be noted.</p> <p><i>(Note: Mrs C. Hurworth left the meeting and Director R.Kershaw joined the meeting at approximately 5.50 pm.)</i></p> <p>6. Coronavirus Head Teacher’s Update</p> <p>The Head Teacher provided an update report on key school issues and Covid 19 related issues (including risk assessments and operational plans.)</p> <p>He advised that under the current lockdown daily attendance, with critical workers’ children, varied between 140 and 210. He also advised that lateral flow testing had now commenced for staff.</p> <p>He reported that the school’s Remote Learning Policy had been sent to all parents/carers and been published on the school web-site. The Board enquired if all pupils had access to appropriate equipment to access remote learning work? The Head Teacher advised that where it had been identified that a pupil did not have access to equipment, these pupils had been lent school I-pads that support ‘See-Saw’. The school were also eligible and would be receiving 15 laptops shortly from the Government.</p> <p>CQ</p> <p>The Board enquired whether Special Education Needs Children (SEN) were receiving tailored work to their needs during this period? The Head Teacher confirmed that they were receiving differentiated work.</p> <p>CQ</p> <p>The Head Teacher provided a summary on the recent parent questionnaire that had been completed. The response had been very positive, with an increase in responses since this survey had last been conducted. Some areas where further improvement could be made included to continue to review the school’s home learning provision to ensure it meets children’s needs and review the school web-site to consider whether further clarity is required regarding what is happening in school and future events. It was agreed that ideas on how to ensure a clearer understanding of the role of school Governors could be explored further on the Governors’ Learning Day.</p> <p>RESOLVED:</p> <p>a) That the report be noted.</p> <p>b) That the risk assessments and operational plans be approved by the Board.</p>	
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<p>7.</p> <p>Data</p> <p>CQ</p> <p>8.</p> <p>Numbers on Roll</p> <p>9.</p> <p>School Self Evaluation (SEF)</p>	<p>The Head Teacher advised that pupils had been tested just before the Autumn half term. There had also been Teacher Assessments at the end of the Autumn Term, which were compared with the previous year. The Board advised it would be useful to have the total number of pupil premium children indicated in the figures in order to help place the percentages into context of the number of pupils they related too.</p> <p>The Board enquired whether the figures were used when determining which groups(s) were best to allocate the additional Covid funding? The Head Teacher advised this was correct and some of the resources had already been allocated to Year 1 as that is where some extra support was required.</p> <p>The Head Teacher advised that the school had identified other subjects (other than maths, reading and writing) where support was required due to lockdown.</p> <p>It was noted that it would be useful to have practical science activities during lockdown.</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <p>The current numbers on roll for each year group was considered by the Board. It was noted that prior to the current lockdown, the school had managed to have prospective Reception parents actually into the school, in a socially distanced manner, in order to view the facilities.</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <p>The Board gave consideration to the current School Self Evaluation Form (SEF). The Head Teacher advised that more reference had now been made to pupil premium within the document.</p> <p>The Board suggested that personality traits of how children learn could be investigated further in order to help empower the pupils learning.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	<p><i>Head Teacher</i></p>
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<p>10.</p>	<p>School Development Plan (SDP)</p> <p>The most up to date School Development Plan (SDP) was considered by the Board. It was noted this was a working document which was continually being updated. It was hoped in the future to conduct a literacy questionnaire, in order to help identify any areas for improvement or where parents could be helped for example in relation to helping teach their children Phonics.</p> <p>RESOLVED:</p> <p>That the report be noted</p>	
<p>11.</p>	<p>Scheme of Delegation Review</p> <p>The Board gave consideration to the school's Scheme of Delegation, which had been updated to include the Trust's different sub-committees and to reflect recent changes in the Academies Financial Handbook 2020.</p> <p>RESOLVED:</p> <p>That the updated Scheme of Delegation be approved.</p>	<p><i>Clerk</i></p>
<p>12.</p>	<p>Risk Register</p> <p>The following scheduled risks were reviewed:</p> <ul style="list-style-type: none"> • Human Resources (6.1) – no change required apart from the addition of missing information at No.1 within this section and reference to Avec where applicable. • Policy (7.1) – At No. 7 reference be made to the 'School Bus' and at No. 9 reference to Zurich insurance should be made. It was noted No.11 could be removed after the Summer Term. • Equality & Diversity(8.1) – <ul style="list-style-type: none"> At No.1 add 'updated every 3 years Equality Information and Objectives – website updated annually' At No. 3 add reference to support for parents with English as another language. At No. 7 change timescale to September 2021. <p>Risks associated with Covid 19 were also reviewed and no updates were currently required. It was noted the catch up dates would be revised once the school re-opening date had been confirmed.</p>	

	<p>RESOLVED:</p> <p>That the above changes be approved.</p>	<p><i>Head Teacher</i></p>
<p>13.</p>	<p>Safeguarding Report</p> <p>The latest safeguarding updates were reported to the Board by the Head Teacher. It was noted since the latest lockdown had started on January 5th 2021, the school had continued to have a rigorous approach to safeguarding now that the majority of pupils were remote learning. Staff continued to follow the Child Protection Policy and Keeping Children Safe in Education 2020.</p>	
<p>14.</p>	<p>Charging & Remissions Policy</p> <p>Consideration was given by the Board to the Charging and Remissions Policy.</p>	
<p>15.</p>	<p>Health & Safety Policy</p> <p>Consideration was given by the Board to the Health & Safety Policy which had been updated, including an updated and reviewed Covid 19 actions appendices.</p>	<p><i>Head Teacher</i></p>
<p>16.</p>	<p>Food Policy</p> <p>Consideration was given by the Board to the Food Policy.</p>	<p><i>Head Teacher</i></p>
<p>17.</p>	<p>Working at Heights Policy/Lone Worker Policy</p> <p>Consideration was given to both the Working at Heights and Lone Worker Policy.</p>	

<p>18.</p>	<p>RESOLVED:</p> <p>That both the Working at Heights and Lone Worker Policy be approved.</p> <p>Items of Any Other Business:</p> <p>Exclusions Policy</p> <p>Consideration was given by the Board to the updated Exclusions Policy.</p> <p>RESOLVED:</p> <p>That the Exclusions Policy be approved.</p> <p>Governor Induction Policy</p> <p>Consideration was given to the new Governors' Induction Policy. It was agreed that it would be helpful if all the checklist information required by new Governors be placed on the Governors' Learning Platform for ease of reference.</p> <p>RESOLVED:</p> <p>That the Governor Induction Policy be approved.</p> <p>Governor Briefing – Childcare Right to Request (For Information.)</p> <p>The Board received a briefing paper from Darlington Borough Council regarding the Department for Education's wraparound and holiday childcare 'rights to request' for parents/carers and childcare providers. It was noted the school already provides these services.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	<p><i>Head Teacher</i></p> <p><i>Head Teacher</i></p> <p><i>Head Teacher</i></p>
<p>19.</p>	<p>Agenda Items for Next Meeting:</p> <p>Standing Items and Policies</p>	<p><i>Clerk</i></p>

<p>20.</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 5 above: Management Accounts due to their commercial sensitivity in accordance with article 125 c.</p>	<p><i>Clerk</i></p>
<p>21.</p>	<p>Date & Time of Next Meeting</p> <p>That the next meeting of the Board be held on the 15th March 2021.</p> <p>The meeting concluded at 7.25 pm</p> <p>Approved by the Governing Body</p> <p>Date: _____</p> <p>Signature (Chair): _____</p> <p>Name: _____</p>	<p><i>Clerk</i></p>

Note: the CQ abbreviation stands for – Challenging Question by the Board.