

## The Federation of Abbey Schools Academy Trust

### Governing Body Minutes

**Date:** Thursday 2<sup>nd</sup> July 2020 at 4.30 pm

**Directors who took part via virtual Board meeting:** Mr J Briggs, Dr L Bryant, Mrs E de la Motte, Mrs V Folkes, Mr M Fryer, Mrs R Hall, Mrs J.Scott, Mr N Little, Mrs R Kershaw, Mrs C Stow Smith and Mr P M Willson.

**Also facilitating the Board meeting:** Mrs L Hawksby (Clerk to the Governing Body) and Mrs C Hurworth.

<u>ITEM</u>	<u>DESCRIPTION OF DISCUSSION</u>	<u>ACTION BY</u>
1.	<p><b>Apologies for Absence and Format of Meeting</b></p> <p>Apologies were received and accepted for Director Mrs C Marley. The remaining 11 Directors all participated in a virtual Board meeting due to the Covid 19 current social distancing considerations.</p>	
2.	<p><b>Notification of Items of Other Business</b></p> <p>There was 1 item of other business (Please refer to the minute 4 below) :</p> <p><b>Annual Report</b></p>	
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 declared.</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.</b></p>	<p><b>Item of AOB</b></p> <p><b>Annual Report</b></p> <p>With the permission of the Chair the above item of Any Other Business was considered by the Board.</p> <p>The Board gave consideration as to whether they wished to produce an annual report setting out the work of the Board during 2019/20 which would be published on the school web-site for parents and circulated to Members for their information. It was noted whilst there is no requirement for Governing Boards to produce an annual report to parents, it was felt by the Board that it would contribute to positive parental engagement and to help them and the school community better understand the work of the Board.</p> <p>Attached to the agenda was a draft annual report and it was agreed that additional information regarding pupil voice/pupil engagement, parental engagement and review of 2019/20 would be completed further by the relevant Directors and staff before September. The annual report would then be brought back to the Board for approval and placed on the school web-site and circulated to Members.</p> <p><b>RESOLVED:</b></p> <p>The annual report be brought back to the Board for approval and then placed on the school web-site and circulated to Members.</p>	<p><i>Directors/ Staff</i></p>
<p><b>5.</b></p>	<p><b>Terms of Reference Teaching &amp; Learning Committee and Leadership &amp; Management Committee</b></p> <p>With the permission of the Chair this item had been brought forward on the Agenda. This item was further to minute 8 (13<sup>th</sup> February 2020 Leadership &amp; Management Committee where it was proposed that consideration be given to moving the work undertaken by the Leadership &amp; Management Committee to the Board. The Leadership &amp; Management Committee would then no longer be required. It was discussed that workload is relatively lower at the first Board meeting of the term and that this would perhaps be the best place to consider placing these items.</p> <p>Further to Minute 5 (5<sup>th</sup> March 2020 Teaching &amp; Learning Committee) it was also agreed that their terms of reference/standing items should be reviewed at the same time.</p>	

<p>6.</p>	<p>Attached to the Agenda were draft standing items for both the Board and Teaching &amp; Learning Committee to help inform discussions.</p> <p><b>RESOLVED:</b></p> <p>a) That the new Board standing items be approved with effect from September 2020, with the terms of reference to be developed further.</p> <p>b) That the new Teaching &amp; Learning Committee Terms of reference and standing items be approved with effect from September 2020.</p> <p><i>(Director Mrs R Kershaw left the meeting after consideration of this item)</i></p> <p><b>Financial Monitoring/Management Accounts/Directors' benchmarking</b></p> <p>With the permission of the Chair this item was brought forward on the Agenda. Mrs C.Hurworth provided a summer term update on the 2019/20 budget. Details were provided of :</p> <ul style="list-style-type: none"> <li>• The financial position and actual performance against the approved 2019/20 budget and the forecast year-end position for both revenue and capital budgets.</li> <li>• Other key areas of financial performance such as debtors, creditors and cash flow forecast.</li> <li>• Key performance indicators, and</li> <li>• Any other critical budget updates including the impact of COVID 19.</li> </ul> <p>It was noted the latest 2019/20 budget projection showed an in-year (deficit) position on revenue of £60,505. The forecast deficit is primarily the result of both loss of income and additional costs (to be claimed) due to Covid. Before Covid the Trust had already made savings to stay in-line with original budgeted position.</p> <p>The 2020/21 budget &amp; medium term financial plan was also considered and approved by the Board.</p> <p>Mrs C Hurworth reported on the Avec benchmarking report and advised that there was nothing surprising or that required further examination as part of this process and where Abbey were outliers this was due to the school's staffing structure.</p> <p><b>RESOLVED:</b></p> <p>That the Board:</p> <p>a) Note the financial implications of Covid-19.</p>	<p><i>Clerk</i></p>
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	<p>b) Confirm receipt of the monthly management accounts, cash flow, balance sheet and aged debtors and creditors reports.</p> <p>c) Note the 2019/20 revenue budget forecast position.</p> <p>d) Note the 2019/20 capital position.</p> <p>e) Note the reserves position.</p> <p>f) Note the cash flow projection.</p> <p>g) Approve the proposed 2020/21 budget and MTFP (Medium Term Financial Plan).</p> <p>h) Agree to the financial KPIs (Key Performance Indicators) for 2020/21.</p> <p><b>7. Audit &amp; Finance Committee Directors' annual audit report to be submitted to the ESFA</b></p> <p>It was noted that this would involve a report produced by Clive Owen and include summary of all the internal audits produced by Clive Owen.</p> <p><b>RESOLVED:</b></p> <p>That the report be noted.</p> <p><i>(Note: Mrs C.Hurworth left the meeting after consideration of this item.)</i></p> <p><b>8. Approval of Minutes</b></p> <p><b>a) Approval of Minutes – Monday 14<sup>th</sup> May 2020</b></p> <p><b>RESOLVED:</b></p> <p>That the Minutes of the meeting of the Board held on Monday 14<sup>th</sup> May 2020 be confirmed and signed as an accurate record by the Chair.</p> <p><b>b) Matters Arising –</b></p> <p>There were no matters arising.</p> <p><b>9. Head Teacher's Report</b></p> <p>The Head Teacher updated the Board on the school's Covid 19 school response, staffing information and pupil/staff welfare and business continuity. The recovery plan and risk assessments/operational plan updates were also considered by the Board.</p> <p>It was noted that the school improvement priorities will remain similar to last year's however there would be added additions to</p>	
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<p><b>CQ</b></p> <p><b>10.</b></p> <p><b>11.</b></p>	<p>support missed learning through COVID19 and social and emotional support for members of the school community.</p> <p>The Board enquired how the school would respond to parents/cares who were still unsure about their children returning to school in September. The Head Teacher advised that the Senior Leadership team would work with the parents/carers to help alleviate any fears there may be with regards to the full return school in September.</p> <p><b>RESOLVED:</b></p> <p>a) That sincere thanks be given on behalf of the Board to the Chair, Vice-Chair and Head Teacher for all their hard work in ensuring an effective response by the school during the current Covid 19 situation.</p> <p>b) That the Head Teachers' report be noted.</p> <p>c) That the updated risk assessment/operational plan and recovery plan be approved.</p> <p><b>Safeguarding Updates</b></p> <p>The Deputy Head Teacher (VF) provided an update on safeguarding issues. She advised that the Darlington Educational Psychology service has created a Recovery Curriculum which will be shared with schools and will have practical resources on the following subjects-</p> <ul style="list-style-type: none"> <li>• Getting to know each other again</li> <li>• Self-care</li> <li>• Relaxation and recovery</li> </ul> <p>CAMHS (Child and Adolescent Mental Health Services) have produced a monitoring tool called 'circles of vulnerability' which can be used in school to identify the 10-15% of pupils who will need extra support when they return to school.</p> <p>The number of incidents logged for different categories in the autumn, spring and summer terms was also noted by the Board.</p> <p><b>RESOLVED:</b></p> <p>That the report be noted.</p> <p><b>Chair's report</b></p> <p>The Chair advised that constructive feedback had been received from one set of parents with regard to the school's handling of the current Covid situation. A reply explaining the school's response in context to the school had been provided by the Chair and Head Teacher.</p>	<p><i>Board</i></p>
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	<p><b>RESOLVED:</b></p> <p>That the report be noted.</p>	
<p><b>12.</b></p>	<p><b>Internal Audit</b></p> <p>It was noted that this item had been deferred with a report to be brought back to the Board in September. It was further noted that consideration would have to be given in the new academic year to the use of new internal auditors that would be separate to the schools current external auditors Clive Owen.</p> <p><b>RESOLVED:</b></p> <p>That the report be noted</p>	
<p><b>13.</b></p> <p>CQ</p>	<p><b>Annual Report of Insurance Arrangements</b></p> <p>It was noted that the school had previously entered into a 2 year deal with Zurich with the 2<sup>nd</sup> year beginning in September 2020. The Board enquired whether any claims had been made and the Head Teacher advised that two had been made.</p> <p><b>RESOLVED:</b></p> <p>That the report be noted.</p>	
<p><b>14.</b></p>	<p><b>Service Level Agreements</b></p> <p>The Head Teacher reported on the school's current Service Level Agreements (SLA's).</p> <p><b>RESOLVED:</b></p> <p>That the report be noted.</p>	
<p><b>15.</b></p>	<p><b>School Improvement Plan and Priorities for the next Academic Year (SIP)</b></p> <p>The Head Teacher referred to his earlier report (Minute 9 refers) and advised the SIP priorities will remain similar to last year's however there will be additions to support missed learning through COVID19 and social and emotional support for members of the school community.</p> <p><b>RESOLVED:</b></p> <p>That the report be noted.</p>	

16.	<p><b>Premises Report</b></p> <p>Consideration was given to the premises report for the period May to July 2020. As noted from the last premises report (minute 11 14<sup>th</sup> May 2020 Board meeting refers) D3A had been engaged as project managers. Tenders had now been received for works with OPUS awarded the principle contract in consultation and approval with the Chair of Governors and Chair of the Audit and Finance Committee, with work due to commence on the 20<sup>th</sup> July 2020.</p> <p><b>RESOLVED:</b></p> <p>That the report be noted.</p>	
17.	<p><b>Risk Register.</b></p> <p>The current Risk Register was considered by the Board. It had been further updated in relation to the schools' response to the Covid 19 situation from when it was last considered at the 14<sup>th</sup> May 2020 Board meeting (Minute 12 Board meeting 14<sup>th</sup> May 2020). It had also been updated to reflect the appointment of IT systems as the schools' Data Protection Officer.</p> <p><b>RESOLVED:</b></p> <p>That the current Risk Register be approved.</p>	
18.	<p><b>Current numbers on Roll and new starters numbers</b></p> <p>The current numbers on roll for each year group and new starters for September 2020 numbers were considered by the Board. The new starters number currently was 82.</p> <p><b>RESOLVED:</b></p> <p>That the report be noted.</p>	
19.	<p><b>Health &amp; Safety Accident Statistics.</b></p> <p>Consideration was given by the Board to the Health &amp; Safety Accident statistics.</p> <p><b>RESOLVED:</b></p> <p>That the report be noted.</p>	
20.	<p><b>Autumn Term 2020/21 meeting dates</b></p> <p>The draft Autumn Term 2020/21 were presented to the Board by the Clerk for approval.</p>	







<p><b>25.</b></p>	<p><b>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 any papers relating to Minute 6 above: Financial Monitoring/Management Accounts/Directors' benchmarking due to their commercial sensitivity in accordance with article 125 c.</p>	<p><i>Clerk</i></p>
<p><b>26.</b></p>	<p><b>Date &amp; Time of Next Meeting</b></p> <p>That the next meeting of the Board be held on Monday 14<sup>th</sup> September at 5.45 pm 2020 (note: may be by virtual meeting dependent upon Covid 19 guidance in September with Clerk to advise prior to the meeting.)</p> <p>The meeting concluded at 6.25 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.