

The Federation of Abbey Schools Academy Trust

Governing Body Minutes

Date: Monday 31st January 2022 at 5.30 pm

Present Governors: Mrs E de la Motte, Mrs R Kershaw, Mrs J Briggs, Dr L Bryant, Mr M Fryer, Mrs R Hall, Mr N Little, Mrs S Howe 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>Apologies for Absence and Format of Meeting</p> <p>Apologies were received and accepted for Directors:</p> <p>Mrs N McDowell and Mrs C Stow Smith.</p>	
2.	<p>Notification of Items of Other Business:</p> <p>There was 1 item of other business (Please refer to the minute 23 below) :</p> <ul style="list-style-type: none">• Reporting a low level concern flow diagram and form.	
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>(With the permission of the Chair the item below Management Accounts was brought forward on the Agenda.)</p> <p>4. Management Accounts</p> <p>Mrs C Hurworth (EPM) provided an update on the November and December 2021 Management Accounts. It was noted there was a small deficit in December of £1,000. The largest overspend had been due to the rising costs of energy. Catering was now in a surplus position, although it was noted that the cost of food had increased and may be an issue that would require addressing in the future. The Board also noted that Support Staff pay had still not been agreed.</p> <p>RESOLVED:</p> <p>That the Board confirmed receipt of the monthly management accounts, cash flow, balance sheet and aged debtors and creditors reports.</p> <p>(Note: Mrs C.Hurworth left the meeting at 5.45 pm)</p> <p>5. Approval of Minutes</p> <p>a) Approval of Minutes – Monday 13th December 2021</p> <p>RESOLVED:</p> <p>That the Minutes of the meeting of the Board held on Monday 13th December 2021 be confirmed and signed as an accurate record by the Chair.</p> <p>b) Matters Arising –</p> <p>Arising from consideration of Minute 10 (13th December 2021) ‘Governors’ Monitoring’ any remaining Directors’ reports be forwarded to the Governance Professional.</p> <p>6. Head Teacher’s Report</p> <p>The Head Teacher provided a verbal update report on key school issues.</p> <p>A copy of the current Covid risk assessments/operational plans were attached for the Board’s considerations and approval. With regards to staffing Covid and illness had impacted on support</p>	<p>Directors</p>
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<p>7.</p>	<p>staff this term. Teaching Assistants have covered classes with teachers support this term due to Covid related teacher absences.</p> <p>In relation to the curriculum the Senior Leadership Team had completed a whole school book look and evidence look, which highlighted areas of strength and to develop. All leaders would do a work/pupil voice/planning look before the end of term. SEND (Special educational needs and disabilities) and Pupil Premium learning walks would also be completed. A Continued Professional Development (CPD) audit to identify areas of need and strengths for Teaching Staff would also be undertaken.</p> <p>It was noted that increased staff absences had led to a reduction in interventions. Phonics observations and guided reading had taken place and reading areas revamped.</p> <p>The Head Teacher had spoken to 3 trusts this term and hoped to invite 3 or 4 to speak to Directors in the summer term. It was noted the Head Teacher is in regular contact with the Chair to give updates regarding strategy, staff support, vulnerable groups, budget and staffing. There was hoped to be some peer review after half term.</p> <p>The Wellbeing Team continues with wellbeing staff meetings planned once a half term.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> a) That the report be noted. b) That the current Covid risk assessments and operational plans for September 2021 be approved. <p>Data</p> <p>The Head Teacher reported on the data which was included within the report attached to the Agenda. He reported on work that was being undertaken to help plug any gaps in progress. The main areas reported on included per year group:</p> <p>Year 1</p> <ul style="list-style-type: none"> • Reading – double phonics had been undertaken in Autumn 2 and would be in Spring 2 to catch up using the Little Wandle Programme. • Writing – working on the basics, targeting lower attainers. • Maths – working with first language not english pupils <p>Year 2</p> <ul style="list-style-type: none"> • Reading – phonics interventions and extra reading being undertaken. • Writing – back to basic highly structured lessons on the GPS (grammar, punctuation and spelling) 	<p><i>Head Teacher</i></p>
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	<p>Year 3</p> <ul style="list-style-type: none">• Assessments for reading, writing and maths were higher than initially predicted• Higher than usual staff and student absence due to Covid impact and therefore missed learning which would be put back into place.• More work was being undertaken with writing• Maths tutoring is commencing• Year 4 Teachers are working with Year 4 and Year 2 teachers. <p>Year 4</p> <ul style="list-style-type: none">• Reading – working with lower attainers lots of GPS• Writing – historical by the end of the year gaps in progress will be reduced• Maths – working with lower attainers using SHINE intervention and Century <p>Year 5</p> <ul style="list-style-type: none">• Writing – largest focus <p>Year 6</p> <ul style="list-style-type: none">• Reading – very good November old SATS papers completed by pupils• Writing – similar to other years• Maths - extra interventions have been introduced. <p>CQ The Board asked which year groups would receive the largest tutoring focus in school for targeted children? The Head Teacher advised Year 2, Year 3 and Year 6.</p> <p>CQ The Board enquired whether at the forthcoming Parents Evening, parents/carers would be advised what they could do to help support their child? The Head Teacher advised this was correct.</p> <p>CQ The Board asked if more money was required to cover the interventions? The Head Teacher advised the school had sufficient Teaching Assistants to help complete the interventions, with more becoming available as they were no longer required to cover for staff absences due to Covid.</p> <p>RESOLVED:</p> <p>That the data and Head Teacher’s update be noted.</p>	
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<p>8.</p>	<p>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 to be in a good position.</p>	
<p>9.</p>	<p>School Self Evaluation (SEF)</p> <p>The Head Teacher reported that with regard to judgements, there had been no change since before Christmas when they were last updated.</p> <p>It was noted that the school had purchased a senior leadership support programme which has a SEF evaluation included within it.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	
<p>10.</p>	<p>School Development Plan (SDP)</p> <p>The Head Teacher advised there were no new updates to report since the last meeting of the Board.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	
<p>11.</p>	<p>Scheme of Delegation Review</p> <p>Consideration was given by the Board to the current Scheme of Delegation which is reviewed on an annual basis and is published on the School's web-site.</p> <p>The Board advised and noted that the current Scheme of Delegation did not require any new amendments, accept for further reference to where pay and staff disciplinary issues should lie within the scheme.</p> <p>RESOLVED:</p> <p>That the scheme of Delegation be brought back to the next meeting of the Board for approval to include further reference to where pay and staff disciplinary issues should lie within the scheme.</p>	<p><i>Director Mrs R Kershaw/ Governance Professional</i></p>

<p>12.</p>	<p>Risk Register</p> <p>Consideration was given to the following areas of risk contained within the Risk Register:</p> <ul style="list-style-type: none"> • Human Resources – small amendments with regard to reference to EPM rather than avec (highlighted in red on the report) • Policy – remove at item 11 essential policies to be reviewed during Covid 19 as all polices were now being reviewed again. At item 12 it was noted policies were linked together to review at the same time and that this item would be kept on to monitor. • Equality & Diversity – At item 7 the timescale be changed to annual. <p>RESOLVED:</p> <p>a) That the Risk Register in the above areas be noted and changes approved.</p> <p>b) That no new updates were required in relation to Covid related risks.</p>	<p><i>Head Teacher</i></p>
<p>13.</p>	<p>Safeguarding</p> <p>The Head Teacher reported on the latest safeguarding updates.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	
<p>14.</p>	<p>Pupil Premium</p> <p>The Head Teacher advised that numbers of pupil premium children were the same as before Christmas. It was noted that Pupil Premium children and had been part of the pupil progress meetings.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	

<p>15.</p>	<p>Annual Report</p> <p>Further to minute 19 (Governing Body 13th December 2021) it was noted that this report was being updated and a smaller version would be used to circulate to Members.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	<p><i>Director R Kershaw/ Governance Professional</i></p>
<p>16.</p>	<p>Governor Visits Procedure</p> <p>The Governor Visits Procedure was reviewed by the Board. It was noted that the Board had now had chance to undertake more monitoring and the procedure was in line with how the visits should be conducted. The Chair advised that she was due to attend a Governor visits training session this term provided by Darlington Borough Council and would following this training session review if any further information should be updated in the procedure. She would also make reference to latest guidance.</p> <p>RESOLVED:</p> <p>That the Governor Visits Procedure be brought back to the next meeting of the Board.</p>	<p><i>Chair/ Governance Professional</i></p>
<p>17.</p>	<p>Policy Table</p> <p>Further to Minute 26 (13th September 2021) the current policy table was considered by the Board.</p> <p>RESOLVED:</p> <p>That the policy table be noted and approved.</p>	
<p>18.</p>	<p>External Review</p> <p>Further to minute 16 (13th September 2021) the Governance Professional advised that further information had been received from the NGA (National Governance Association) with regards to the scope and service they provide in relation to external reviews and that other providers would also be contacted by way of comparison.</p> <p>In the meantime it was agreed to the Board that it would be helpful to set up a working party to internally review the Board's effectiveness and report back to the Board. This is good practice and self-review is one of the main methods that governing boards use to monitor and improve the quality and impact of their governance. It was agreed to use the 21 questions developed by the NGA and the All-Party Parliamentary Group (APPG) on</p>	

	<p>Education Governance to support multi academy trust (MAT) board self-review.</p> <p>RESOLVED:</p> <p>a) That a working Party be set up to consider the 21 questions with findings to be reported back to the Board and the Working Party to be made up of the following Directors: Mrs E de la Motte, Mrs R.Kershaw, Dr L Bryant, Mr G Buchanan and Mr J Briggs (with Governance Professional to assist).</p> <p>b) That an annual internal review be added to the Board's standing items for the Spring Term.</p>	<p><i>Directors/ Governance Professional</i></p> <p><i>Governance Professional</i></p>
<p>19.</p>	<p>Charging & Remissions Policy</p> <p>Consideration was given to the Charging and Remissions Policy.</p> <p>RESOLVED:</p> <p>That the Charging & Remissions Policy be approved.</p>	<p><i>Head Teacher</i></p>
<p>20.</p>	<p>Health & Safety Policy</p> <p>Consideration was given to the Health & Safety Policy.</p> <p>RESOLVED:</p> <p>That the Health & Safety Policy be approved.</p>	<p><i>Head Teacher</i></p>
<p>21.</p>	<p>Whistleblowing Policy</p> <p>Consideration was given to the Whistleblowing Policy.</p> <p>RESOLVED:</p> <p>That the Whistleblowing Policy be approved.</p>	<p><i>Head Teacher</i></p>
<p>22.</p>	<p>Working at Heights Policy</p> <p>Consideration was given to the Working at Heights Policy.</p> <p>RESOLVED:</p> <p>That the Working at Heights Policy be approved.</p>	<p><i>Head Teacher</i></p>

<p>23.</p>	<p>Item of Any Other Business:</p> <p>Consideration was given by the Board to reporting a low level concern flow diagram and form, which would be added as an appendices to the Child Protection Policy.</p> <p>RESOLVED:</p> <p>That the low level concern flow diagram and form be approved and added as an appendices to the Child Protection Policy.</p>	<p><i>Head Teacher</i></p>
<p>24.</p>	<p>Agenda Items for Next Meeting:</p> <p>Standing Items/Policies/ Scheme of Delegation/ Governor Visits Procedure</p>	<p><i>Relevant Directors/ Governance Professional</i></p>
<p>25.</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 4 above: Management Accounts due to their commercial sensitivity in accordance with article 125 c. and Minute 7 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>26.</p>	<p>Date & Time of Next Meeting</p> <p>That the next meeting of the Board be held on 21st March 2022 at 5.30 pm.</p>	<p><i>Governance Professional</i></p>

