

The Federation of Abbey Schools Academy Trust

Governing Body Minutes

Date & Time: 5.30pm on Monday 4th February 2019.

Present Governors: Mr J Briggs, Dr L Bryant, Mrs E de la Motte, Mrs V Folkes, Mr M J Fryer, Mrs R Hall, Mrs R Kershaw, Mrs C Marley, Mr N Little, Mrs J Scott, Mrs C Stow Smith and Mr P M 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 D Bailey • Mr P Bibby • Mrs H Parkinson 	
2.	<p>Notification of Items of Other Business</p> <p>With the permission of the Chair two items of other Business were agreed to be discussed by the Board:</p> <p>Darlington 2018 -19 CSA (Childcare Sufficiency Assessment)</p> <p>Revised National Joint Pay Spine</p> <p>(Minute 15 below refers.)</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>Approval of Minutes</p> <p>a) Approval of Minutes – Monday 10th December 2019.</p> <p>RESOLVED:</p> <p>That the Minutes of the meeting of the Board held on Monday 10th December 2018 be confirmed and signed as an accurate record by the Chair.</p> <p>b) Matters Arising –</p> <p>In relation to Minute 5, it was agreed that Governors R.Hall, J.Scott and M.Fryer meet in the second half of the Spring Term to consider further the school Motto/logo.</p> <p>With reference to Minute 12, in relation to Governors’ observations it was agreed that the summary be placed on the Governors’ Learning platform and actions be reported back to the next meeting of the Board.</p>	<p><i>Governors</i></p> <p><i>Head Teacher/ Clerk</i></p>
<p>5.</p> <p><i>CQ</i></p>	<p>Current numbers on Roll</p> <p>Further to Minute 14 (Governing Body 10th December 2018) the current numbers on roll for each year group were considered at the meeting. The Board enquired if there was any indication of potential numbers starting in September 2019? The Head Teacher advised the numbers were on track.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	
<p>6.</p>	<p>Management Accounts</p> <p>The Chair advised that she had viewed the accounts in her monthly meeting.</p> <p>The Head Teacher reported that investigations were being made into using capital funding for a new boiler. He also advised that the new server was being installed within the upcoming spring half term holidays.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	
<p>7.</p>	<p>Autumn Data Update</p> <p>The Head Teacher advised that progress was generally on track with boys and girls above the national average. He advised a more consistent approach was being put into place for SEN</p>	

<p>CQ</p> <p>8.</p> <p>9.</p>	<p>pupils. It was noted that following recent peer review staff were now sharing good practice. Support plans for SEN pupils had also been made tighter, with targets updated regularly.</p> <p>The Board enquired whether there had been any feedback from parents with regard to the mid -term reports? The Head Teacher advised that feedback had been largely positive, with main concerns of parents with regards to how the school approached getting their child to the 'expected' level by the end of the Academic Year, especially in Year 1.</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <p>Nursery Update</p> <p>The Head Teacher updated the Board with regard to the potential nursery provision on the site. A business plan and new cashflow had been received by the school.</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <p>Business Contingency</p> <p>The Head Teacher advised that Clive Owen, as part of their internal review of the Academy, would be examining later this week both the Risk Register and school's business contingency. The business contingency for the school was currently being developed further and as part of this the policies as listed below were approved by the Board:-</p> <ul style="list-style-type: none"> • Adverse Weather Policy • Bereavement Policy • Bomb Threat Policy • Education Visits and School Trips Policy • Strike Action <p>It was noted that apart from the Education Visits and School trips policy, the other policies would also be converted into shorter procedures/flowcharts for ease of reference.</p> <p>RESOLVED:</p> <p>That the policies be approved and be converted into shorter procedures/flowcharts for ease of reference (apart from the Educational Visits and School Trips policy which would always be brought back to the Board as a full policy).</p>	<p><i>Head Teacher/ Business Team (JS)</i></p>
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<p>10.</p>	<p>Peer Review</p> <p>It was noted that this item had been discussed as part of minute 7 above. The Head Teacher also advised that he would be undertaking a peer review for Firthmoor Primary School after half term.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	
<p>11.</p>	<p>HR Policies</p> <p>The following updated polices were considered by the Board:</p> <ul style="list-style-type: none"> • Guide to Maternity Provisions for Teachers • Guide to Maternity Provisions for Support Staff • Confidential reporting Policy • Model School Procedure for Tackling Bullying and Harassment <p>RESOLVED:</p> <p>That the above polices be approved.</p>	<p><i>Head Teacher</i></p>
<p>12.</p>	<p>Intimate Care Policy</p> <p>Consideration was given to the Intimate Care Policy.</p> <p>RESOLVED:</p> <p>That the Intimate Care Policy be approved.</p>	<p><i>Head Teacher</i></p>
<p>13.</p>	<p>Appointment of Member(s) Discussion</p> <p>The Clerk provided a report on the different roles and responsibilities of the Members and Directors of the Board. Consideration was given to the skills required to be a Member and how they would be appointed. Consideration was given to the appointment of new Members to increase the current number from 4, which was complaint with the Academy's current articles, to at least 5 or more to align with the latest DfE good practice recommendations. The DfE's preference for separation between those who are trustees (Directors) and those who are Members was also noted. A copy of a possible advert for new Members was circulated at the meeting.</p> <p>Following discussion the Board agreed that there were two potential new Members who could fulfil the relevant criteria that could be initially approached to ascertain their interest in becoming a member of the Academy. Further potential Members could be approached/advertised for should this not be successful.</p>	

	<p>RESOLVED:</p> <p>That the report be noted and progress be reported back to the next meeting of the Board.</p> <p>14. Updated Decision Planner</p> <p>Further to Minute 17 (Governing Body 10th December 2018) the Board were advised that the old decision planner was currently being updated to a new scheme of delegation document and would be brought back to the next meeting of the Board for approval. Once approved the new scheme of delegation would be placed on the School web-site. This document would then continue to be periodically reviewed by the Board.</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <p>15. AOB:</p> <p>Darlington 2018-19 CSA (Childcare Sufficiency Assessment)</p> <p>Consideration was given to the childcare gaps in the borough identified in the 2018-19 Childcare Sufficiency Assessment.</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <p>Revised National Joint Pay Spine</p> <p>The agreed revised pay spine for National Joint Council (NJC) employees, including non-teaching employees in schools, following the implementation of the NJC Pay Agreement for 2018-20 was noted by the Board.</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <p>16. Agenda Items for the next Board meeting:</p> <ul style="list-style-type: none"> • Current pupil numbers on roll. • Re-appointment Directors/ appointment Members • Summer Term meeting dates. • Management Accounts • Governors' Learning Day Actions • Health & Safety Accident Statistics • Admissions – permission to allocate/refuse places accordingly 	<p><i>Head Teacher/ Clerk</i></p>
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<p>17.</p> <p>18.</p>	<ul style="list-style-type: none">• Scheme of Delegation <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 Minute 6 above due to commercial sensitivity in accordance with article 125 c.).</p> <p>Date & Time of Next Meeting</p> <p>RESOLVED:</p> <p>That the next meeting of the Governing Body be held on Monday 1st April 2019 at 5.30pm.</p> <p>The Meeting concluded at 7.05 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.