

The Federation of Abbey Schools Academy Trust

Governing Body Minutes

Date: Monday 4th July 2022 at 5.30 pm

Present Governors: Mrs E de la Motte, Mr J Briggs, Mr M Fryer, Mrs N McDowell, Mrs C Stow Smith and Mrs S Howe.

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</p> <p>Apologies for absence were received and accepted for Directors Mrs R Kershaw, Dr L Bryant, Mrs R Hall, Mr G Buchanan and Mr N Little.</p>	
2.	<p>Notification of Items of Other Business</p> <p>There were three items of any other business (Minute 22 below refers):</p> <ul style="list-style-type: none">• Lettings of the Premises Hirer Agreement• Legionella Management Policy• Holidays in term time	
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>(Note: with the permission of the it was agreed to consider the following item next from the Agenda.)</p> <p>Management Accounts April and May 2022/Summer Term update on the 2021/22 Budget & Other Updates/ Budget Medium Term Financial Plan and 2022/23 budget</p> <p>Mrs Hurworth (EPM) reported on the April and May Management Accounts 2022 and the Board noted the small deficit in the May accounts of £5.00.</p> <p>The Board also considered the 2022/23 Trust Budget and Medium Term Financial Plan (MTFP). The projected deficits in 23/24 and 24/25 are primarily the result of the large expected energy price increases and the higher teacher pay awards needed to meet the increased teacher starting salary which is required to be implemented in September 2023. It was noted that the PE (physical education) & Sports Premium funding to help primary schools improve the quality and impact of the PE and sport activities, is not yet confirmed beyond 21/22, and had therefore not been included in this MTFP.</p> <p>The only change to current fees and charges proposed at this time was to the cost of a school meal from 1 September 2022, with the proposal for it to increase by 10p due to rising food costs.</p> <p>The 22/23 MTFP was prepared with the Head Teacher to ensure that the Trust's educational outcome plans were met to include both the inclusions of required learning and staff resources as well as costs relating to the improvement and maintenance of a safe and vibrant learning environment.</p> <p>Key performance indicators (KPIs) were also considered by the Board for 2022/23</p> <p>RESOLVED:</p> <p>That the Board:</p> <ul style="list-style-type: none"> a) Confirmed receipt of the monthly management accounts, cash flows, balance sheets and aged debtors and creditors reports. b) Approved the proposed 2022/23 budget and MTFP attached at Appendix 1 of the report. c) Approved the small 10p increase in school meals from September 2022 due to rising food costs. d) Approved the financial KPIs for 2022/23 as set out in the report 	<p>Business Team</p>
-----------	--	-----------------------------

<p>5.</p> <p>6.</p>	<p><i>(Note: Mrs C.Hurworth left the meeting at approximately 6.40pm.)</i></p> <p>Approval of Minutes</p> <p>a) Approval of Board Minutes – Monday 16th May 2022</p> <p>RESOLVED:</p> <p>That the Minutes of the meeting of the Board held on Monday 16th May 2022 be confirmed and signed as an accurate record by the Chair.</p> <p>b) Matters Arising –</p> <p>There were no matters arising from consideration of the above minutes.</p> <p>Reports of Committees:</p> <p>a.)Teaching & Learning Committee – Wednesday 25th May 2022</p> <p>The Chair of the Teaching & Learning Committee reported on the issues and key recommendations from the meeting held on the Wednesday 25th May 2022. It was noted after the Teaching & Learning Committee meeting on the 25th May, members of the Committee undertook a ‘book look’.</p> <p>RESOLVED:</p> <p>That the issues and key recommendations from the Teaching & Learning Committee meeting held on the 25th May 2022 be noted.</p> <p>b.) Audit & Finance Committee – Thursday 16th June 2022</p> <p>In the absence of the Chair and Vice Chair of the Audit & Finance Committee, the Head Teacher reported on the issues and key recommendations from the meeting held on the 16th June 2022.</p> <p>It was noted that the school would be using the Department for Education’s Risk Protection Arrangements for insurance from September 2022. The Committees’ recommendations to the Board regarding the budget and Medium Term Financial Plan were noted. It was also noted further on the Board’s Agenda for this meeting lettings would be considered in relation to the potential to reduce fees for ‘all other community use – Seniors’ in order to bring it in line with the 0-18 year olds fee to make it more competitive.</p>	
---------------------	---	--

<p>7.</p> <p>8.</p> <p>9.</p>	<p>RESOLVED:</p> <p>That the issues and key recommendations from the Audit & Finance Committee meeting held on the 16th June 2022 be noted.</p> <p>Chair’s Report</p> <p>The Chair advised that the ESFA (Education & Skills Funding Agency) had been in contact with schools as to whether they required any special Finance Support meeting at this time, however it was agreed that this was not required by the Federation of Abbey Schools at this time.</p> <p>RESOLVED:</p> <p>That the Chair’s report be noted.</p> <p>Head Teacher’s Report</p> <p>The Head Teacher provided an update report on key school issues. He advised that attendance was slightly down but was still above the national average, with this being largely due to seasonal illness and some Covid.</p> <p>School Improvement Priorities (2022-2023) will be linked to the Strategic Plan and included:</p> <ul style="list-style-type: none"> • Leadership and management • Quality of education • Behaviour, attitudes and wellbeing • Engagement & partnership <p>It was noted D.Lowes (external adviser) had recently been to look at geography, maths and reading/phonics in the infants and provided positive feedback.</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <p>Safeguarding</p> <p>The Head Teacher reported on the latest safeguarding updates, which were noted. He advised that the school had received national review paper for Arthur Labinijo and Star Hobson from Durham DSP, which was attached to the Agenda for the Board’s information. This information would be shared with staff on their PD (Professional Development) day in September, along with latest information regarding Keeping Children Safe in Education and the updated Child Protection Policy.</p>	
-------------------------------	---	--

	<p>RESOLVED:</p> <p>That the report be noted.</p> <p>10. School Development Plan (SDP)/School Improvement Plan (SIP)</p> <p>The Head Teacher reported on the school's Strategic Priorities for 2022 – 2025 which are:</p> <p>Priority 1 – Leadership and management Priority 2 – Quality of education Priority 3 – Behaviour, attitudes and wellbeing Priority 4 – Engagement and partnership</p> <p>He advised that underpinning the school's strategic priorities are the three pillars of:</p> <p>Safeguarding - an absolute foundation for the school where the emphasis has been and continues to be delivering a safe, supportive and secure learning environment for staff, pupils, parents and visitors to the school. A place where all staff are vigilant and confident in dealing with all safeguarding issues.</p> <p>Finance – continue to manage a sustainable financial position through prudent management of the school's resources and finance and by planning for the long-term.</p> <p>Premises – to continue to keep the premises in good working order through a costed long term plan. To ensure the site is safe and secure.</p> <p>CQ The Board enquired whether more of the pillar of premises could be added into the school's priorities and the Head Teacher advised he would include this in the updated plans</p> <p>It was also suggested by the Board that that in order to engage parents further, examples of what the school was looking for in homework would be useful.</p> <p>RESOLVED:</p> <p>That the report be noted and that further information regarding premises be included in the strategic priorities.</p> <p>11. Numbers on Roll</p> <p>The current numbers on roll were considered and noted by the Board.</p> <p>RESOLVED:</p>	<p><i>Head Teacher</i></p> <p><i>Head Teacher</i></p>
--	---	---

<p>12.</p>	<p>That the current numbers on roll were noted to be in a good position.</p> <p>Annual Report</p> <p>The Chair advised that a summary sheet would be brought back in the Autumn Term regarding the Annual Report for 2021-22.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	<p><i>Chair</i></p>
<p>13.</p>	<p>Governors' Monitoring Visits</p> <p>Further to Minute 9 (Full Governing Body 16th May 2022) the Head Teacher advised verbally that he Summer Term monitoring visits had been held.</p> <p>RESOLVED:</p> <p>That report backs from Governors' would be brought back to future meetings of the Board.</p>	<p><i>Directors</i></p>
<p>14.</p>	<p>Training Feedback & Skills Audit/Darlington Borough Council Training Offer 2022/23</p> <p>It was noted that since the last report on training attended, the following Directors had attended Darlington Borough Council training sessions:-</p> <ul style="list-style-type: none"> • S.Howe - Preparing for Ofsted inspections - 3rd May 2022 <p>Finance Training had also been provided on the 21st March 2022 by Mrs C.Hurworth (EPM). The following Directors had attended:</p> <ul style="list-style-type: none"> • R.Kershaw • L.Bryant • N.Carbert • M.Fryer • R.Hall • N.Little • S.Howe • G.Buchanan <p>The Head Teacher reported on Darlington Borough Council's Governor Training Offer for the Academic Year 2022/23, and after careful consideration the Board agreed to continue for 2022/23 on a 'pay as you go' basis.</p> <p>It was noted that the Skills Audit for 2022/23 would shortly be dispatched by the Governance Professional for Directors'</p>	

	<p>completion, with the results brought back to the Board in the Autumn Term for consideration.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> a) That the above training be noted. b) That Darlington Borough Council's Training Offer on a 'pay as you go offer' be approved for 2022/23. c) That it be noted that the Skills Audit for the 2022/23 Academic Year would shortly be dispatched for Directors' completion, with the results reported back and considered in the Autumn Term. <p>15. Scheme of Delegation</p> <p>Further to Minute 17 (16th May 2022) the updated Scheme of Delegation was brought back for Directors' consideration.</p> <p>RESOLVED:</p> <p>That the Scheme of Delegation be approved, along with additions marked in red text and placed on the school web-site.</p> <p>16. Governor Visits Procedures</p> <p>Further to Minute 11 (Teaching & Learning Committee 25th May 2022) it was noted that the Chair had reviewed/updated the policy and had attended a Darlington Borough Council training session regarding Governor visits. The updated policy had been approved by the Teaching & Learning Committee and was now brought to the Board for their approval. After careful consideration the Board also approved the Governor Visits Procedures.</p> <ul style="list-style-type: none"> a) That the Governor Visits Procedure be approved. b) That the Governor Visits Procedure be circulated to Directors and relevant staff. <p>17. Health & Safety Accident Statistics</p> <p>The latest Health & Safety Accident statistics were noted by the Board.</p> <p>RESOLVED:</p>	<p><i>Head Teacher</i></p> <p><i>Directors/ Governance Professional</i></p> <p><i>Governance Professional</i></p> <p><i>Head Teacher/ Governance Professional</i></p>
--	---	---

	<p>That the report be noted.</p> <p>18. Meeting Dates and Times – 2022/23 Academic Year</p> <p>The Board gave consideration to meeting dates and times for the 2022/23 Academic Year.</p> <p>RESOLVED:</p> <p>That the meeting Dates and times for the 2022/23 Academic Year be approved subject to the typographical error of the Full Governing Body on the 18th September being amended to the 19th September 2022.</p> <p>19. Directors' Reports Back:</p> <p>Director N.McDowell submitted and reported back on her recent Governor visit to discuss the registers of Pupil Admissions and Attendance to schools, which was noted by the Board.</p> <p>It was noted Director R Kershaw would be undertaking a Director report back on Minutes/Papers Board and Committees later in the Autumn Term.</p> <p>The Chair had also recently undertaken her visit to discuss Premises Management with Mrs J. Scott from the Business Team and a written report back would be brought to the next meeting of the Board in September.</p> <p>RESOLVED:</p> <p>That the above be noted.</p> <p>20. School information Published on web-site – Director Dr L.Bryant report back.</p> <p>Further to Minute 27 (Full Governing Body 16th May 2022) Director Dr L Bryant had undertaken a review of the school web-site and his report back was considered by the Board.</p> <p>RESOLVED:</p> <p>That no major issues/information missing was found and the report was noted.</p>	<p><i>Governance Professional</i></p> <p><i>Chair</i></p>
--	--	---

<p>21.</p>	<p>Company Business:</p> <p>Resignation of Director – R.Hall (Article 50 Director).</p> <p>The Governance Professional advised that a letter from Rita Hall, resigning as an Article 50 Director of the Company with effect from the end of the meeting had been received. After careful consideration, it was resolved that such resignation be accepted.</p> <p>RESOLVED:</p> <p>That the Company's secretary be instructed to prepare and file the necessary forms with the Registrar of Companies and make the necessary entries in the Company's statutory books, to reflect the director resignation accepted above.</p>	<p><i>Oakwood/ Governance Professional</i></p>
<p>22.</p>	<p>Items of Any Other Business:</p> <p>Lettings of the Premises Hirer Agreement</p> <p>Further to Minute 18 (Audit & Finance Committee 16th June 2022) It was noted that the Charging & Remissions (Lettings of Premises) had been approved with no increase in fees at the current time. However it was requested by that committee that consideration be given to a reduction in fees for 'all other community use – Seniors' in order to bring it in line with the 0 -18 year olds fee to make it more competitive and that this be brought to the next meeting of the Board. The Board duly considered and approved the reduction.</p> <p>RESOLVED:</p> <p>That the fees for 'all other community use – Seniors' be reduced in order to bring it in line with 0 -18 year olds fee to make it more competitive.</p> <p>Legionella Management Policy</p> <p>Further to Minute 20 (Audit & Finance Committee 16th May 2022) the Board gave consideration to the Legionella Management Policy.</p> <p>RESOLVED:</p> <p>That the Legionella Management Policy be approved.</p> <p>Holidays in Term Time</p> <p>The Head Teacher verbally advised that the school would from September 2022 not be authorising holidays taken in term time if they exceeded 5 days and if attendance of a pupil fell below 90%.</p>	<p><i>Head Teacher/ Business Team</i></p> <p><i>Head Teacher</i></p>

	<p>RESOLVED:</p> <p>That the above be noted.</p> <p>23. Agenda Items for Next and Future Meetings:</p> <p>Annual Report, Directors' Report Back Premises, Standing Items and Policies.</p> <p>24. 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 update on the 2021/22 Budget & Other Updates/ Budget Medium Term Financial Plan and 2022/23 budget due to their commercial sensitivity in accordance with Article 125 c. In addition that papers/reports relating to the Appendix at Minute 8 form the Head Teacher's report namely D.Lowes external advisers report, be excluded due to named teachers in accordance with Article 125 a. In addition that papers/reports also be excluded relating to Minute 17 above: Health & Safety Accident Statistics due to the possibility of identifying a person due to the nature of the accident and therefore should be formally excluded from public inspection in accordance with Article 125 c.</p> <p>25. Date & Time of Next Meeting</p> <p>That the next meeting of the Board be held on 19th September at 5.30 pm.</p> <p>The meeting concluded at 6.35 pm</p>	<p><i>Governance Professional</i></p> <p><i>Governance Professional</i></p> <p><i>Governance Professional</i></p>
--	---	---

	<p>Approved by the Governing Body</p> <p>Date: _____</p> <p>Signature (Chair): _____</p> <p>Name: _____</p>	
--	---	--

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