

The Federation of Abbey Schools Academy Trust

Governing Body Minutes

Date & Time: 5.30 pm on Monday 8th July 2019.

Present Governors: Mrs E de la Motte (Chair), Mr J Briggs, Mrs V Folkes, Mr M Fryer, Mrs R Hall, Mr N Little, Mrs C Marley, Mrs H Parkinson, Mrs J Scott, Mrs C Stow Smith and Mr P 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 • Dr L Bryant • Mrs R Kershaw 	
2.	<p>Notification of Items of Other Business</p> <p>There were 4 items of Other Business which, with the permission of the Chair, had been agreed to be considered: - (Minute 18 below refers.)</p> <ul style="list-style-type: none"> • Charities Committee Update • Leave of Absence • Academies Financial Handbook 2019 • DfE Academy Trust Meeting 	
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.</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. Approval of Minutes</p> <p>a) Approval of Minutes – Board Meeting Monday 20th May 2019.</p> <p>RESOLVED:</p> <p>That the Minutes of the meeting of the Board held on Monday 20th May 2019 be confirmed and signed as accurate records by the Chair.</p> <p>b) Matters Arising –</p> <p>There were no matters arising</p> <p>Reports of Committees: -</p> <p>5. Leadership & Management Committee – Wednesday 5th June 2019</p> <p>The Chair of the Leadership & Management Committee (Mr M Fryer) reported on the issues considered and key recommendations made by the Committee on Wednesday 5th June 2019.</p> <p>In relation to Minute 5 it was noted that a video of the Academy’s new aims would be placed on the school web-site, to help introduce and explain the new school logo. With reference to Minute 7, it was noted that the Darlington Borough Council’s training would be accessed on a ‘pay as you go’ basis.</p> <p>RESOLVED:</p> <p>That the issues considered and recommendations made by the Leadership & Management Committee held on the 5th June 2019 be noted.</p> <p>Teaching & Learning Committee – Wednesday 19th June 2019.</p> <p>The Chair of the Teaching & Learning Committee (Mrs E de la Motte) reported on the issues considered and key recommendations made by the Teaching and Learning Committee held on Wednesday the 19th June 2019.</p> <p>It was noted in relation to Minute 5 that attendance was good in both Key Stages 1 and 2.</p>	
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<p>6.</p>	<p>RESOLVED:</p> <p>That the issues considered and recommendations made by the Teaching and Learning Committee held on the 19th June 2019 be noted.</p> <p>Finance Committee Minutes – Wednesday 26th June 2019</p> <p>The Vice Chair of the Finance Committee (Mr P Willson) reported on the issues and key recommendations made by the Finance Committee on Wednesday 26th June 2019.</p> <p>It was noted that there was currently a projected overspend of approximately £9,000. This may change depending on the capital programme. With the revenue rolled forward there would be an overspend of approximately £2,500.</p> <p>It was also noted that the catering and breakfast/after school clubs were in surplus.</p> <p>With reference to Minute 6 it was noted that the next two years were a balanced budget, however there would be challenges in the budgets including the third year forecast.</p> <p>The Head Teacher advised the Board that Avec Partnership would be providing an accounting service for a year, as the current Member of staff in the business Team was due to move to a new job shortly. It was noted the current admin team in the short term would also undertake some financial processing with some increase in hours.</p> <p>RESOLVED:</p> <p>That the issues considered and recommendations made by the Finance Committee on the 26th June 2019 be noted and the member of staff leaving for a new job be thanked for all their hard work during their time with the Academy.</p> <p>Chair’s Report</p> <p>The Chair reported that she had received from Darlington Borough Council the proposed new holiday dates for the 2021/22 Academic Year, which herself and the Head Teacher had approved.</p> <p>RESOLVED:</p> <p>That the Chair’s report be noted.</p>	
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7.	<p>Head Teachers' Report</p> <p>The Head Teacher took the Board through his report.</p> <p>He reported on School Improvement Plan priorities for 2019-2020 which are as follows: – (Note: Action plans would be provided for all of the below at the next September meeting of the Board.)</p> <p>1. The Quality of Education</p> <ul style="list-style-type: none"> • To ensure the new curriculum is effectively assessed and monitored • To ensure challenge within the new curriculum • To ensure there is enough challenge and support so that the school can increase the number of greater depth writers • To improve the progress of identified underperforming groups <p>2. Leadership and Management</p> <p>To improve the effectiveness of subject leaders ensuring they can effectively track progress in their subject area.</p> <p>3. Behaviour and Attitudes</p> <p>To develop a whole school approach to resilience and growth mindset.</p> <p>4. Personal development</p> <p>To ensure new aims and motto run through the new curriculum and to ensure PSHE is embedded within the school's new curriculum.</p> <p>5. Early Years</p> <p>To increase challenge through development of the areas of provision</p>	<p>CQ</p> <p>The Board questioned whether middle leaders would continue to be developed and trained as per the current SIP? The head teacher confirmed this would continue going forward.</p> <p>The Head Teacher also reported on the New Ofsted framework for Safeguarding and the advised that the Deputy Head Teacher (VF) had attended a Designated Safeguarding Network Meeting on the 26th June 2019.</p> <p>The Head Teacher also advised the Board with regards to this years' SATS results 83.4% of the children had obtained a good level of development and 89.1% with the Year 1 phonics.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>
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<p>8.</p> <p>Management Accounts</p> <p>In line with the Financial Academies Handbook 2018 the Management Accounts/ summary details were presented to the Board as of May 2019.</p> <p>CQ The Board questioned the administrative supplies cost which appeared to be high? The Head Teacher advised that he would report back to the Board.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	<p>9.</p> <p>Current Pupil Numbers on Roll</p> <p>The current numbers on roll for each year group in the school were noted by the Board.</p>	<p><i>Head Teacher</i></p>
<p>10.</p> <p>Governors' Learning Day</p> <p>The Directors' agreed that the Governors' Learning Day held on the 19th June 2019 had been a successful learning event. It was noted that it would be helpful to hold this learning day earlier in the Academic Year and it was agreed that a date would be set at the next meeting of the Board in September. It was also noted that at the next learning day time should be set aside in order to allow for Directors to write up their notes. All reports from the latest learning day event would be gathered and shared with the Board.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	<p>11.</p> <p>Directors' report back forms</p> <p>The Board considered and noted the following report back forms:</p> <p>PHSE – Director R.Hall</p> <p>Early Years – Director C.Marley</p> <p>RESOLVED:</p> <p>That the reports be noted.</p>	<p><i>Directors</i></p>

12.	<p>SIP Priorities for the next Academic Year 2019/20</p> <p>Please refer to the Head Teacher's report (Minute 7 above refers) and sets out the 2019/20 School Improvement Plan priorities.</p>	
13.	<p>Skills Audit</p> <p>Director Mrs R.Hall had analysed on behalf of the Board the Directors' skills audit. There was found to be a good spread of skills across the Board. It was agreed that another skills audit should be completed again this academic year as the new Directors had now developed in their roles and it is important to identify further where training may benefit all the Board and for future planning. It was noted that any training in relation to the school improvement plan priorities would be helpful and that the Darlington Borough Council 'pay as you go' training could be looked at to determine where most benefit could be obtained.</p> <p>RESOLVED:</p> <p>That the report be noted and a new skills audit be undertaken this academic year.</p>	<p><i>Clerk/ Directors</i></p>
14.	<p>Autumn Term Meeting Dates</p> <p>Consideration was given by the Board to the Autumn Term meeting dates.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> a) That the Autumn Term meeting dates and times be approved. b) That the Clerk circulate the revised dates and place them on the Governor Learning Platform. 	<p><i>Clerk</i></p>
15.	<p>Health & Safety Accident Statistics</p> <p>The Board received the Health & Safety accident statistics report. It was noted that the new accident reporting forms were working well and were being completed by staff correctly.</p> <p>RESOLVED:</p> <p>That the Health & Safety accident statistics be noted.</p>	

<p>16.</p>	<p>Admission Arrangements (for September 2021)</p> <p>It was noted this has been deferred for consideration at the first meeting of the Board in September 2019 as recommended by the Leadership & Management Committee 5th June 2019.</p>	
<p>17.</p>	<p>Verbal feedback to the Board on ‘Safety Day’ (Lockdown practice) 3rd July 2019.</p> <p>Mrs J Scott provided verbal feedback on the safety day held (lockdown practice) on the 3rd June 2019. She advised that it had been a successful day with positive feedback, including from Director Mrs R.Hall who observed throughout the lockdown procedure and later fire drill.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	
<p>18.</p>	<p>Items of Any Other Business:</p> <p>Charities Committee Update</p> <p>Director R Hall circulated a report on the achievements of the School’s Charity Committee this Academic Year. She advised that the following monies had been raised:</p> <p>Monies Raised:</p> <p>MacMillan - £840.18 Butterwick – £586.81 Age UK – £ 305.08 Meningitis Now - £651.62</p> <p>Also in School: Jeans for Genes – £620.38 Children in Need - £598.98 Red Nose Day - £461.50</p> <p>Total Raised £2383.69 + £1680.86 = £4064.55</p> <p>There had been many positives achieved by the Charity Committee including educational assemblies, the engagement of the children involved and positive public relations in the local papers and social media.</p> <p>Looking to the future they may just pick one charity with links to the curriculum, for example a local mental health charity. The Charity Committee may also merge with the school council.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	

	<p>Leave of Absence</p> <p>The Head Teacher reported on the new ‘leave of absence form’. It was agreed that the at present no fine would be imposed if the absence was over 10 days but that this would be reviewed by the Board if the number of unauthorised holidays over 10 days were to increase.</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <p>Academies Financial Handbook 2019</p> <p>The Board considered and noted the new Academies Financial Handbook 2019. Academy trusts must comply with this handbook as a condition of their funding agreement. It provides an overarching framework for implementation of effective financial management and control.</p> <p>RESOLVED:</p> <p>That the handbook be noted and implemented.</p>	<p><i>Directors</i></p>
	<p>DfE Academy Trust Meeting</p> <p>The Head Teacher advised that he and the Chair of the Board of Trustees had the annual meeting with a representative from the DFE. There were no concerns about the Trust and they were interested if the Trust had plans to grow.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	<p><i>Directors</i></p>
	<p>19. Agenda Items for the next and future meetings of the Governing Body</p> <ul style="list-style-type: none"> • Current Numbers on Roll • Management Accounts • SIP Priorities/SEF • Governors’ Learning Day date next Academic Year • Admission Arrangements • Overview of school assessments • Pupil Premium/Sports Funding 	<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 papers and reports relating to Minute 8 above, 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>RESOLVED:</p> <p>That the next meeting of the Committee be held on Monday 9th September 2019 at 5.45 pm.</p> <p>.</p> <p>The Meeting concluded at 7.30 pm</p> <p>Approved by the Governing Body</p> <p>Date: _____</p> <p>Signature (Chair): _____</p> <p>Name: _____</p> <p>(Note: the CQ abbreviation stands for – Challenging Question.)</p>	<p><i>Clerk</i></p>