

The Federation of Abbey Schools Academy Trust

Governing Body Minutes

Date & Time: 5.00 pm on Monday 9th December 2019.

Present Governors: Mrs E de la Motte (Chair), Mr J Briggs, Dr L Bryant, Mrs V Folkes, Mr M Fryer, Mrs R Kershaw, Mr N Little, Mrs C Marley, Mrs C Stow Smith.

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"> • Mrs R Hall • Mrs J Scott • Mr P Willson 	
2.	<p>Notification of Items of Other Business</p> <p>There were 2 Items of Other Business, which, with the permission of the Chair, had been agreed to be considered: -</p> <p>Conditional Improvement Fund (CIF) (Minute 6 below refers.)</p> <p>Policies (Minutes 18 to 22 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 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.</p>	<p>Approval of Minutes</p> <p>a) Approval of Minutes – Monday 9th September 2019 and 6th November 2019.</p> <p>RESOLVED:</p> <p>That the Minutes of the meetings of the Governing Body meetings held on Monday 9th September 2019 and 6th November 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>5.</p> <p>CQ</p>	<p>Reports of Committees:-</p> <p>Leadership & Management Committee – Tuesday 8th October 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 Tuesday 8th October 2019.</p> <p>In relation to Minute 8 the Board enquired about the term ‘layered targets’? The Head Teacher explained that the same targets were set for all staff however; they were layered depending upon different staff’s level of responsibility.</p> <p>RESOLVED:</p> <p>That the issues considered and recommendations made by the Leadership & Management Committee held on the 8th October 2019 be noted.</p> <p>Teaching & Learning Committee – 23rd October 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 the 23rd October 2019.</p> <p>It was noted that the Committee’s terms of reference were shortly to be reviewed and updated.</p> <p>RESOLVED:</p> <p>That the issues considered and recommendations made by the Teaching and Learning Committee held on the 23rd October 2019 be noted.</p>	

	<p>Finance Committee Minutes – Wednesday 6th November 2019</p> <p>The Chair of the Finance Committee (Dr L Bryant) reported on the issues and key recommendations made by the Finance Committee on the 6th November 2019 and Pay Review Sub-Committee from Monday 9th September 2019.</p> <p>The Chair of Finance highlighted to the Board that in relation to Minute 6, the management accounts cash flow was in a healthy position.</p> <p>He also advised in accordance with the Academies Financial Handbook the trust must establish an Audit committee or combine it with another committee, appointed by the Board. The Finance Committee agreed that it would be best to combine the Audit Committee with the Finance Committee as a lot of the audit requirements were already undertaken by the Finance committee. A new terms of reference and standing items for the Audit & Finance Committee and Pay Review Sub-Committee, had therefore been considered and approved by the Finance Committee. It was now referred to the Board for approval (Minute 14 below refers.)</p> <p>The Board enquired how the allocated £10,000 for the School Improvement Plan was spent? The Head Teacher advised that £10,000 was allocated to Puma/Pira/target tracker and school improvement visits.</p> <p>RESOLVED:</p> <p>That the issues considered and recommendations made by the Finance Committee on the 6th November 2019 and Pay Review Sub-Committee from the 9th September 2019 be noted.</p> <p>6. Item of AOB - Condition Improvement Fund (CIF)</p> <p>With the permission of the Chair an item of other business was considered. The Head Teacher advised that in the annual bidding round for academies to apply for capital funding from the Department for Education in relation to the Condition Improvement Plan, the school was in the process of submitting a bid for the Boiler and Key Card System. The deadline for the bid was the coming Friday (13th December 2019) and only two quotes had been received and it was unlikely a third bid would be submitted by any company that tenders had been sought from. The Board, after careful discussion, agreed that on this occasion they would approve the consideration of two, instead of the usual three quotes, otherwise the bid would not be able to be submitted in the required time frame.</p>	
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	<p>RESOLVED:</p> <p>That permission be given by the Board for two quotes to be accepted for the CIF funding bid as detailed above, instead of the usual three, due to the lack of any other companies providing a third tender and the required deadline for the submission of the bid.</p> <p>7. Chair’s Report</p> <p>The Chair advised that she had attended a meeting at Carmel Trust looking at the Education Endowment Fund’s development research programme for which Carmel had obtained funding to help support other schools in the region.</p> <p>RESOLVED:</p> <p>That the Chair’s report be noted.</p> <p>8. Head Teachers’ Report</p> <p>The Head Teacher took the Board through his report which included:</p> <ul style="list-style-type: none"> • Statutory Reporting to the Governing Body • Admissions Information 2019/20 • Attendance Information • Pupil Premium • Special Educational Needs and Disabilities • Safeguarding • GDPR (General Data Protection Regulations.) • Self-Evaluation Form (SEF) Judgements • School Improvement Plan – 2019/20 (referred to action plans on the Governors’ Portal.) • Achievement and Standards • Staffing since July 2019 • Leadership & Management • Collaborative Work <p>The Head Teacher reported that the number of children on the SEND (Special Educational Needs and Disabilities) register is increasing. The new SENCO was currently applying for more EHCP (education, health and care plans) and funding. More support and training was being provided to staff to help support the children’s needs.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	<p><i>Head Teacher/ Business Team</i></p>
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9.	<p>Management Accounts</p> <p>The Management Accounts for September and October 2019 were considered by the Board. It was noted the cash flow was currently in a healthy position, with a £21,000 underspend.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	
10.	<p>Head Teacher's Performance Management Review</p> <p>The Chair of the Finance Committee and Pay Review Sub-Committee (Dr.L Bryant) reported to the Board on the Head Teacher's Performance Review. This had been conducted by the Pay Review Sub-Committee and an external adviser on the 17th October 2019. He advised that the Head Teacher had met all his objectives and a point increase had therefore been approved. Challenging targets had been set for this 2019/20 academic year. The Board questioned how often the objectives were monitored? The Chair of the Pay Review Sub-Committee advised they were monitored on a termly basis.</p> <p>RESOLVED:</p> <p>That the Head Teacher's pay be moved a point up the pay scale as all targets/objectives had been met.</p>	<i>Human Resources</i>
11.	<p>Current Pupil Numbers on Roll</p> <p>The current numbers on roll for each year group in the school were considered by the Board.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> a) That the report be noted a noted. b) That a Parentmail be sent out reminding Year 2 parents/other prospective parents to apply for their child's place in the junior school by the January deadline for September 2020. 	<i>Head Teacher</i>
12.	<p>Spring Term Meeting Dates</p> <p>Consideration was given by the Board to the Spring Term meeting dates.</p> <p>RESOLVED:</p>	

	<p>a) That the Spring Term meeting dates and times be approved.</p> <p>b) That the Clerk circulate the revised dates and place them on the Governors' Learning Platform.</p>	<p><i>Clerk</i></p> <p><i>Clerk</i></p>
13.	<p>Health & Safety Accident Statistics</p> <p>The Board received the Health & Safety accident statistics report.</p> <p>RESOLVED:</p> <p>That the Health & Safety accident statistics be noted.</p>	
14.	<p>Board Approval of the new Terms of Reference for the Audit and Finance Committee</p> <p>Further to Minute 15 (Finance Committee 6th November 2019) the Clerk advised that in accordance with the Academies Financial Handbook, the trust must establish an audit committee or combine it with another committee, appointed by the Board. It had therefore been duly agreed at the Finance Committee that it would be best to combine the Audit Committee with the Finance Committee as a lot of the audit requirements were already undertaken by the Finance Committee. The terms of reference and standing items for the new Audit & Finance Committee and Pay Review Sub-Committee were approved by the Finance Committee and were now forwarded to the Board for consideration and approval.</p> <p>RESOLVED:</p> <p>a) That the new terms of reference for the Audit and Finance Committee be approved.</p> <p>b) That the terms of reference/work programme for the Audit and Finance Committee be approved.</p>	<p><i>Clerk</i></p>
15.	<p>Annual Review of Scheme of Delegation</p> <p>It was noted that the updated Scheme of Delegation had last been approved by the Board on the 1st April 2019 and the Sub-Committees in the Summer Term of 2019.</p> <p>The terms of references for the Leadership & Management and Teaching and Learning Committee were currently being reviewed, and once complete the scheme of Delegation would be updated to include individual committee responsibilities/delegated authority.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	

16.	<p>Updated Directors' Code of Conduct</p> <p>Consideration was given to an updated draft Directors' (Trustees) Code of Conduct. It had been updated to include for example reference to the new GDPR responsibilities.</p> <p>RESOLVED:</p> <p>That the Directors' (Trustees) Code of Conduct be approved/adopted and signed by the Chair of the Board.</p>	<i>Directors/ Clerk</i>
17.	<p>Understanding Your Data: a guide for school governors and academy trustees - ESFA update</p> <p>The Board discussed and noted the EFSA update: Understanding Your Data: a guide for school governors and academy trustees - ESFA update</p> <p>RESOLVED:</p> <p>That the update be noted.</p> <p><u>Policies:</u></p>	
18.	<p>Educational Visits Policy</p> <p>Consideration was given to the Educational Visits Policy. The Board requested that reference should be made in the policy to the Administration of Medicine Policy.</p> <p>RESOLVED:</p> <p>That the Educational Visits Policy be approved, subject to reference to the Administration of Medicine Policy.</p>	<i>Head Teacher</i>
19.	<p>Updated HR Policies:</p> <p>The following Avec HR Policies were considered by the Board:</p> <p>Absence Management Policy & Procedure Bullying & Harassment Capability Procedure for Support Staff Capability Procedure for Teaching Staff Code of Conduct Dependant Leave Disciplinary Procedure Grievance Procedure Health & Wellbeing Policy Maternity Provisions for Employees Paternity Maternity and Adoption Support Leave PD Days Recruitment & Selection Request to work Flexibly Special Leave Policy & Procedures</p>	<i>Head Teacher</i>

	<p>Staffing level Management Stress Risk Assessments Substance Misuse Policy Unpaid Parental Leave</p> <p>It was noted that the Substance Misuse Policy would also be going to consultation with staff and the Unions.</p> <p>RESOLVED:</p> <p>That the Avec HR policies, as listed above, be all approved and adopted.</p> <p>20. GDPR Policies:</p> <p>The following GDPR policies were considered by the Board:</p> <p>Clear Desk Policy Data Breach Reporting Policy and Form Data Protection Policy Data Subject Access Request Form GDPR Schools Information Governance Policy Privacy Notice for Primary Academies pupils & parents Privacy Notice for Staff Records Management Policy Retention Guidelines for Schools School Data Protection Impact Assessment Policy</p> <p>RESOLVED:</p> <p>That the GDPR Policies, as listed above, be all approved and adopted.</p> <p>21. Other Policies:</p> <p>Consideration was given to the following other policies:-</p> <p>Administration of Medicine Asthma Policy Complaints Procedure First Aid Policy Pupils with Additional Needs Health Policy Supporting Pupils with Medical Conditions Policy</p> <p>RESOLVED:</p> <p>That the policies, as listed above, be approved and adopted.</p>	<p><i>Head Teacher</i></p> <p><i>Head Teacher</i></p>
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22.	<p>Anti-Fraud & Corruption Policy</p> <p>This was a new policy which was verbally referred to at the meeting and the Chair of the Audit & Finance Committee (Dr L. Bryant) was asked and agreed to review the policy on behalf of the Board.</p> <p>RESOLVED:</p> <p>That delegation be given to the Chair of the Audit & Finance Committee to review, and subject to any amendments or change that may be required, approve the policy in consultation with the Head Teacher.</p> <p>Company Business:</p>	<i>Chair of Audit & Finance Committee</i>
23.	<p>Appointment of additional Member (David Michael Bailey)</p> <p>It was noted that following his resignation as a Director of the Company on 6th November 2019, David Michael Bailey wished to become a Member of the Company and an application for membership from David Michael Bailey, applying to become a Member of the Company had duly been completed and received.</p> <p>Approval was sought to the circulation of a written resolution to all eligible Members of the Company for the appointment of David Michael Bailey as an additional Member, in accordance with Article 16 of the Company's Articles. A draft written resolution was therefore accordingly considered by the Board to be signed by all eligible Members of the Company and to be passed as a unanimous resolution.</p> <p>RESOLVED:</p> <p>a) That the written resolution be approved and circulated to the all eligible Members.</p> <p>b) That the circulation date be made the 9th December 2019.</p> <p>c) That subject to the written resolution being circulated to and signed by all eligible members of the Company (and therefore, validly passed as a unanimous resolution), it was resolved that the Company's register of Members be updated to reflect the new Member appointment approved by the written resolution.</p> <p>d) It was resolved that the necessary entries be made in the Company's statutory books, to reflect the business transacted at the meeting.</p>	<p><i>Clerk</i></p> <p><i>Clerk</i></p> <p><i>Clerk/ Oakwood</i></p> <p><i>Clerk/ Oakwood</i></p>

<p>24.</p>	<p>Agenda Items for the next meeting of the Governing Body:</p> <ul style="list-style-type: none">• Current Numbers on Roll• Management Accounts• Safeguarding report	
<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 relating to Minute 9 above: Management Accounts due to their commercial sensitivity in accordance with article 125 c.)</p>	
<p>26.</p>	<p>Date & Time of Next Meeting</p> <p>RESOLVED:</p> <p>That the next meeting of the Committee be held on Monday 3rd February 2020 at 5.30 pm.</p> <p>The Meeting concluded at 6.30 pm</p> <p>Approved by the Governing Body</p> <p>Date: _____</p> <p>Signature (Chair): _____</p> <p>Name: _____</p>	