

## The Federation of Abbey Schools Academy Trust

### Governing Body Minutes

**Date & Time:** 5.30 pm on Monday 9<sup>th</sup> July 2018.

**Present Governors:** Mrs D Leigh (Chair), Mr D Bailey, Mr J Briggs, Dr L Bryant, Mrs V Folkes, Mr M Fryer, Mrs R Hall, Mrs H Parkinson, Mrs R Kershaw, Mr N Little, Mrs C Marley, Mrs E de la Motte, 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> |
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| 1.          | <p><b>Apologies for Absence</b></p> <p>Apologies of absence were received and accepted from:-</p> <ul style="list-style-type: none"> <li>• Mr P Bibby</li> </ul>   |                  |
| 2.          | <p><b>Notification of Items of Other Business</b></p> <p>There was one Item of Other Business which, with the permission of the Chair prior to the meeting, had been agreed to be considered: - (Minute 18 below refers.)</p> <ul style="list-style-type: none"> <li>• Collaboration</li> </ul>  |                  |
| 3.          | <p><b>Declarations of Interests:</b></p> <p><b>Declaration of personal or pecuniary interests in any matters arising from the Agenda of the current meeting.</b></p> <p>There were no declarations of personal or pecuniary interests declared.</p> <p><b>Declaration of any updates for the Register of Business Interests.</b></p> <p>There were no updates for the Register of Business Interests</p> |                  |

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| <p><b>4.</b></p> | <p><b>Approval of Minutes</b></p> <p><b>a) Approval of Minutes</b> – Monday 14<sup>th</sup> May 2018.</p> <p><b>RESOLVED:</b></p> <p>That the Minutes of the meeting of the Committee held on Monday 14<sup>th</sup> May 2018 be confirmed and signed as an accurate record by the Chair.</p> <p><b>b) Matters Arising –</b></p> <p>It was noted that in relation to Minute 11, Governor Mrs C Marley would investigate further how the ethos of ‘Rights Respecting’ could be maintained in the PHSE curriculum and report back in the future to the Board.</p>  | <p><i><b>Governor<br/>Mrs C Marley</b></i></p> |
| <p><b>5.</b></p> | <p><b>Reports of Committees:-</b></p> <p><b>Leadership &amp; Management Committee – Wednesday 23<sup>rd</sup> May 2018</b></p> <p>The Chair of the Leadership &amp; Management Committee (Mr M Fryer), reported on the issues considered and key recommendations made by the Committee on Wednesday 23<sup>rd</sup> May 2018. In relation to Governor Observational visits it was suggested by the Board that a number of dates could be provided by the Head Teacher for the Autumn Term, from which Governors could choose in order to ensure a range of visits. Another suggestion was that a ‘Governance Day’ be held, during which Governors could work alongside senior leadership.</p> <p><b>RESOLVED:</b></p> <p>a) That the issues considered and recommendations made by the Leadership &amp; Management Committee held on the 23<sup>rd</sup> May 2018 be noted.</p> <p>b) That the Head Teacher look into the possibility of, in the Autumn Term, a range of dates being offered to Governors for their visits and the possibility of a ‘Governance Day’.</p> <p><b>Teaching &amp; Learning Committee – 20<sup>th</sup> June 2018.</b></p> <p>The Chair of the Teaching &amp; 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 20<sup>th</sup> June 2018. It was noted at the Teaching &amp; Learning Committee that attendance was strong and she advised that the School’s data had been considered in depth by the Committee.</p> | <p><i><b>Head<br/>Teacher</b></i></p>          |

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|  | <p><b>RESOLVED:</b></p> <p>That the issues considered and recommendations made by the Teaching and Learning Committee held on the 20<sup>th</sup> June 2018 be noted.</p> <p><b>Finance Committee Minutes – Wednesday 27<sup>th</sup> June 2018</b></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 27<sup>th</sup> June 2018. The Chair of Finance reported to the Board that the Academy’s auditors (Clive Owen) had provided a clear audit and the Board requested that a letter of congratulations be forwarded to the Business Team for all their hard work in this last Academic Year. It was also noted that the current budget and future forecast was better than anticipated earlier in the academic year.</p> <p><b>RESOLVED:</b></p> <p>a) That the issues considered and recommendations made by the Finance Committee on the 27<sup>th</sup> June 2018 be noted.</p> <p>b) That a letter of thanks be forwarded to the Business Team on behalf of the Board for all their hard work during the Academic Year.</p> <p><b>6. Chair’s Report</b></p> <p>The Chair advised that she had responded to a complaint which had been resolved since her last report to the Board. She advised training had been provided to staff.</p> <p><b>RESOLVED:</b></p> <p>That the Chair’s report be noted.</p> <p><b>7. Head Teachers’ Report</b></p> <p>The Head Teacher took the Board through his report which included:</p> <ul style="list-style-type: none"> <li>• Admissions Information</li> <li>• Attendance Information</li> <li>• Pupil Premium</li> <li>• Special Educational Needs and Disabilities</li> <li>• Safeguarding</li> <li>• GDPR (General Data Protection Regulations.)</li> <li>• Self-Evaluation Form (SEF) Judgements</li> <li>• School Improvement Plan – Current Priorities 2017/18 (up to date progress was provided to the Board by the Head</li> </ul> | <p><i>Clerk</i></p> |
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| <p>8.</p> | <p>Teacher and was set out on the Agenda for Governors considerations.)</p> <ul style="list-style-type: none"> <li>• Achievement and Standards (Infants and Juniors)</li> <li>• Staffing</li> <li>• Leadership &amp; Management</li> <li>• Collaborative Work</li> </ul> <p>He advised of the following suggested priorities for 2018-19 :</p> <ol style="list-style-type: none"> <li>1. <b>Leadership and Management</b> - To improve the capacity and effectiveness of middle leaders in raising the quality of teaching and thereby pupils achievement.</li> <li>2. <b>Teaching, Learning and Assessment</b> - To review and improve the curriculum to make it more engaging. To ensure the expectations and quality of work is the same across all curriculum areas.</li> <li>3. <b>Outcomes</b> - To improve the progress of identified underperforming groups – SEND and Pupil Premium.</li> <li>4. <b>Personal development, behaviour and welfare</b> – To review and improve the PSHE curriculum with a focus on mental health and improving children’s coping strategies.</li> <li>5. <b>Early Years</b> - To increase challenge through development of the areas of provision</li> </ol> <p>CQ The Board questioned whether any formal training had been provided for the Middle Leaders this academic year? The Head Teacher confirmed that formal training had been provided.</p> <p>The Head Teacher further provided a report on the implementation of GDPR (General Data Protection Regulations) within the Academy. He advised that a full data protection impact assessment (Gap analysis, process mapping, etc) had been completed. GDPR policies to date were now completed, with more to follow. All staff were trained and new working practices were in place including the clear desk policy. All suppliers are GDPR compliant and all future suppliers also checked for compliance. It was noted that GDPR would now be included in every Head Teacher’s report.</p> <p><b>RESOLVED:</b></p> <p>That the report be noted.</p> <p><b>GDPR - Overview</b></p> <p><i>(Note: this item was covered in the Head Teacher’s report above.)</i></p> |  |
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| <p><b>9.</b></p>  | <p><b>Current Pupil Numbers on Roll</b></p> <p>Further to Minute 8 (14<sup>th</sup> May 2018 Governing Body) the current numbers on roll for each year group in the school were considered by the Board. .</p> <p><b>RESOLVED:</b></p> <p>That the report be noted.</p>  |  |
| <p><b>10.</b></p> | <p><b>Governor SIP Priority Links to Report Back</b></p> <p>Governors reported back on their SIP (School Improvement Plan) links. It was noted that Governors had completed a number of priority link visits during the Summer Term. Visit forms advising of Governor’s observations and findings were attached to the Agenda for the Boards’ considerations.</p> <p>Governors Mrs E de la Motte, Mrs R Kershaw and Mrs R Hall had focused on writing and the changes made to the marking policy this year. They wanted the focus of the discussions with the children during their visit to be about their written work and the use of the marking policy (English and Maths). Additionally they felt it was important to ask questions about behaviour given the changes to the behaviour policy introduced this year. Their next steps following this visit would include:</p> <ul style="list-style-type: none"> <li>• Review a year group rather than a key stage to spend more time with the children.</li> <li>• Perhaps meet groups of children by ability rather than a mixture to see consistency of approach across a year group.</li> <li>• Observe a whole class session to ensure the strategies are being implemented in practice and to gain a greater depth of oversight.</li> <li>• Confirm that assessment and feedback symbols are understood and embedded with all groups of learners.</li> <li>• Review standard of handwriting across KS1, particularly for the lower ability children</li> </ul> <p>Governor Mrs R Hall further advised that she had visited a Key Stage 1 assembly and that the shining star awards had used words like super, always and wonderful. She was concerned that the shining stars all referred to academic achievement and the Board agreed that ‘effort’ in all aspects of school life was equally important, and that it was important to recognise the achievements of lower ability children.</p> |  |

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|  | <p>Governor M Fryer reported on the Single Central Register and confirmed that all correct documentation and procedures were found to be in place.</p> <p><b>RESOLVED:</b></p> <p>That the report be noted.</p> <p><b>11. SIP Priorities for the Next Academic Year 2018/19</b></p> <p><i>(Note: this item was covered in the Head Teacher's report above.)</i></p> <p><b>12. Homework Policy Update</b></p> <p>That the Homework Policy had been approved at the meeting of the Teaching &amp; Learning Committee held on the 20<sup>th</sup> June 2018. It was agreed at that meeting that the appendices would be approved after receipt of the current questionnaire from parents as more information may be added following receipt of their views.</p> <p><b>CQ</b> The Board questioned whether consideration had been given to a 'prep' model of completing homework, whereby preparation is completed by the pupil at home with the actual homework then completed at school? The Head Teacher would look into this further and noted that this model could help not to disadvantage children with different home lives.</p> <p><b>RESOLVED:</b></p> <p>a) That the report be noted.</p> <p><b>13. Progress of Charities Working Group</b></p> <p>Governor R Hall provided an update on the charities working Group. She advised that 5 meetings had been held since the working group began, with the successful involvement of two Governors, PFA, parents, pupils and a member of staff.</p> <p>The work undertaken had been very much pupil driven, with the children choosing the charities and organising the events. Children would be encouraged to learn about real life stories in relation to charity and it was hoped that this would be incorporated with the PHSE curriculum. Going forward charity work in the school would not be just about giving money but also time to charitable causes. Gaining parental involvement was important and the charity working group would keep parents informed with newsletters/posters and a notice board. The working group would continue to evolve during the next academic year.</p> | <p><b>Head<br/>Teacher</b></p> |
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|  | <p><b>RESOLVED:</b></p> <p>a) That the report be noted.</p> <p>b) That due to the success of the Charities Working Group, consideration be given to the forming of a Development Fund Working Party.</p> <p><b>14. Summer Term Meeting Dates</b></p> <p>Consideration was given by the Board to the Autumn Term meeting dates.</p> <p><b>RESOLVED:</b></p> <p>a) That the Autumn Term meeting dates and times be approved, subject to the Pay Review Sub-Committee being moved to Monday 10<sup>th</sup> September 2018, commencing at 5.30 pm. (the Governing Body meeting would commence slightly later at 5.45 pm.)</p> <p>b) That the clerk circulate the revised dates and place them on the Governor Learning Platform.</p> <p><b>15. Health &amp; Safety Accident Statistics</b></p> <p>The Board received the Health &amp; Safety accident statistics report. They were advised that the willow tree had collapsed in the school grounds and had been safely removed. The old wood would be used towards bug houses. Some older trees were due to be removed from the school grounds with new trees planted on the field, which would aid in drainage.</p> <p><b>RESOLVED:</b></p> <p>That the Health &amp; Safety accident statistics be noted.</p> <p><b>16. Confirmation of Interest Chair of Governors 2018/19</b></p> <p>Further to Minute 4 b.) (Full Governing Body 26<sup>th</sup> March 2018) there was now one Governor who had expressed an interest to be chair for the 2018/19 Academic Year.</p> <p><b>RESOLVED:</b></p> <p>That in accordance with Article 85, the Chair would be elected at the first meeting of new Academic Year and that in the interim period between the retirement of the current chair and the new election, any issues would be forwarded to the Vice-Chair during the summer break.</p> | <p><i>Head Teacher</i></p> <p><i>Clerk</i></p> <p><i>Clerk</i></p> |
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| 17. | <p><b>Company Business :</b></p> <p><b>Resignation of director and member – Chair of Governors</b></p> <p>It was reported that a letter had been received from Deborah Joan Leigh resigning as a director and member of the Company with effect from the end of the meeting.</p> <p><b>RESOLVED:</b></p> <p>That after careful consideration and in accordance with the letter, it was resolved that the resignation of Deborah Joan Leigh, as a director and member of the Company, be accepted with effect from the end of the meeting and that, once effective, the necessary form be prepared and filed with the Registrar of Companies and the necessary entries be made in the Company's statutory books and registers, to reflect such director and member resignation.</p> | <i>Clerk</i>                           |
| 18. | <p><b>Collaboration</b></p> <p>The Head Teacher reported on possible collaboration work with other nursery providers.</p> <p><b>RESOLVED:</b></p> <p>That the Head Teacher and Governors Mrs R Kershaw, Dr L Bryant and Mr M Fryer look at the proposals in further detail.</p>  | <i>Governors/<br/>Head<br/>Teacher</i> |
| 19. | <p><b>Agenda Items for future Meeting of the Governing Body</b></p> <ul style="list-style-type: none"> <li>• Current Pupils on Roll</li> <li>• Overview of school assessments. (Including SATS results.)</li> <li>• School Improvement Plan (SIP) and Self Evaluation Forms (SEFs).</li> <li>• Pupil Premium and P.E/Sports Funding Information – Review of previous year and plan for the next Academic Year</li> <li>• Governor Business Interest Pro-formas and Declaration of no Automatic Disqualification of acting as a trustee – Clerk to confirm receipt and signatures from all Directors and Senior Employees.</li> </ul>   | <i>Clerk</i>                           |
| 20. | <p><b>Approval of Documents for Public Inspection</b></p> <p><b>RESOLVED:</b></p> <p>That the Agenda, supporting documents and approved Minutes be made available for public inspection with the exception of any papers relating to item 18, in accordance with article 125 c.)</p>   | <i>Clerk</i>                           |



