

The Federation of Abbey Schools Academy Trust

Governing Body Minutes

Date & Time: 5.30pm on Monday 9th September 2019

Present Directors: Mr D Bailey, 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, Mrs C Stow Smith and Mr P M Willson.

Also in Attendance: Mrs L Hawksby (Clerk to the Governing Body) and Mrs C Hurwoth (Avec).

<u>ITEM</u>	<u>DESCRIPTION OF DISCUSSION</u>	<u>ACTION BY</u>
1.	<p>Election of Chair for the ensuing Academic Year</p> <p>The Clerk to the Governing Body opened the meeting in the absence of a Chair. Nominations were sought and received for the position of Chair for the ensuing Academic Year.</p> <p>RESOLVED:</p> <p>That Mrs E de la Motte be appointed Chair for the ensuing Academic Year.</p> <p><i>(Note: Mrs E de la Motte in the Chair for the remainder of the meeting.)</i></p>	
2.	<p>Election of Vice-Chair for the ensuing Academic Year</p> <p>Nominations were sought and received for the position of Vice-Chair for the ensuing Academic Year.</p> <p>RESOLVED:</p> <p>That Mrs R Kershaw be appointed as Vice-Chair for the ensuing Academic Year.</p>	
3.	<p>Apologies for Absence</p> <p>Apologies of absence were received and accepted from:-</p> <ul style="list-style-type: none"> • Mr N Little • Mrs H Parkinson • Mrs J Scott 	

<p>4.</p>	<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> <ul style="list-style-type: none"> • Letter to Academy Trust Accounting Officer – July 2019 • Working at Heights Policy <p>(Minute 18 below refers.)</p>	
<p>5.</p>	<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>Automatic Disqualification</p> <p>There were no updates reported by Charity Trustees.</p>	
<p>6.</p>	<p>Approval of Minutes</p> <p>a) Approval of Minutes – Monday 8th July 2019.</p> <p>RESOLVED:</p> <p>That the Minutes of the meeting of the Board held on Monday 8th July 2019 be confirmed and signed as an accurate record by the Chair.</p> <p>b) Matters Arising –</p> <p>It was noted that in relation to Minute 5, that a video of the Academy’s new aims had been placed on the school web-site, to help introduce and explain the new school logo.</p> <p>It was agreed that in terms of Darlington Borough Council’s ‘pay as you go’ training, Director M. Fryer would attend the Ofsted training on the 17th September and report back to the Board. All Directors would have access to more Prevent training provided by Joanna Conway within school in December.</p>	<p>Directors</p>

<p>7.</p> <p>8.</p> <p>CQ</p>	<p>Further to Minute 5 the Head Teacher advised the Board that Avec Partnership was now providing an accounting service for a year. (Note: Mrs C Hurworth attended the meeting at this point to introduce herself to the Board and left after this discussion.)</p> <p>Minute 8 the Board had questioned the administrative supplies cost which appeared to be high at the meeting on the 8th July and the Head Teacher confirmed it had been a misprint, with the decimal point in the wrong place.</p> <p>Current numbers on Roll</p> <p>Further to Minute 9 (Governing Body 8th July 2019) the current numbers on roll for each year group was considered at the meeting.</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <p>Overview of school assessments (including SATS results)</p> <p>The Head Teacher provided an overview of school assessments and the SATS results.</p> <p>He reported that in Key Stage 1 and 2 pupils had done well with positive progress measures. End of Key Stage 2 progress and attainment is consistently above the national average. He advised that SEND and disadvantaged children had not made as much progress as others and this had therefore been targeted in the current School Improvement Plan and Self Evaluation Forms (SEF.) Going forward the school would be using a different tracking system for SEND children which would be more tailored to monitoring their progress. It was noted by the Board that there was an increase of pupils with special educational needs in the current academic year's intake.</p> <p>The Board questioned whether anything would be done to raise the special educational needs pupil's expectations? The Head Teacher advised this was very important to the school and that targets and measurements were included in the Academy's SEF and SIP in relation to this issue. The Head Teacher advised that parental support was also an important factor and the school would work with parents to help support these pupils.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	
-------------------------------	---	--

<p>9.</p> <p>CQ</p>	<p>School Improvement Plan (SIP) and Self Evaluation Forms (SEF's)</p> <p>The School Improvement Plan for 2019/20 was considered by the Board. The new SIP set out the following 7 key priority areas with corresponding layered targets:-</p> <ul style="list-style-type: none"> • Behaviour and Attitude • Curriculum Impact • Curriculum Implementation • Curriculum Intent • Personal Development • Early Years • Leadership & Management <p>The Board advised that they believed the SIPs and SEF were both effectively linked. They advised improvements could be made making them more quantitative and demonstrating how targets would be monitored (concentrating less on inputs and more on outputs.) The Head Teacher advised that he would meet with Director D. Bailey and update the SEF and SIP accordingly and place on the Governors' Learning Portal once complete.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	
<p>10.</p> <p>CQ</p>	<p>Pupil Premium and P.E/Sports Funding Information – Review of previous year and plan for the next Academic Year</p> <p>Consideration was given by the Board to the pupil premium statement for 2018/19 and evidencing the impact of P.E Sports Funding.</p> <p>The Head Teacher advised that the school had achieved Gold in the 2018/19 School Games Mark Awards. The School Games Mark is a Government led award scheme launched in 2012, facilitated by the Youth Sports Trust to reward schools for their commitment to the development of competition across their school and into the community.</p> <p>This year the school would focus on more inclusive games and encourage a love of sport for all. The Board asked that investigations be made into what percentage of pupils enjoyed sport in the school and what percentage were less keen ? The Head Teacher advised he would send out a pupil questionnaire to help in this understanding.</p> <p>RESOLVED:</p> <p>That the report be noted and a pupil questionnaire be undertaken into the enjoyment of sport in the school.</p>	<p><i>Head Teacher</i></p>

11.	<p>Safeguarding Report</p> <p>As of September 2019, schools in England must follow updated statutory guidance on Keeping children safe in education (Department for Education, 2019). It was noted that the updated guidance includes information on:</p> <ul style="list-style-type: none"> • changes to local safeguarding children’s boards (LSCBs) arrangements • changes to Ofsted framework • the new RSE curriculum • schools' responsibilities in recognising and responding to concerns around pupils at risk of engaging in serious crime • information regarding ‘upskirting’. <p>The Keeping children safe in education Statutory guidance for schools and colleges Part one: Information for all school and college staff September 2019 had been received, and in the process of being signed, for by all members of staff.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	
12.	<p>Management Accounts (including report on Special Educational Needs Funding).</p> <p>It was noted that the management accounts were not yet available due to the change in staffing, however would be available shortly for the Finance Committee on the 6th November. The management accounts would continue to be monitored by the Chair of the Board and brought back to the Board meetings.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	
13.	<p>Admission Arrangements (for September 2021.)</p> <p>Consideration was given to the admission arrangements for 2021.</p> <p>RESOLVED:</p> <p>That the admission arrangements remain the same.</p>	
14.	<p>Governors’ Learning Day.</p> <p>It was agreed that the last Governors’ Learning Day had been a success. More time in the next learning day should be dedicated to allowing Directors’ time to write up their findings. It was agreed that the next learning day should be held on the same day as the Board meeting of the Spring Term. The Head Teacher would draw up a plan for the day to link with the SIP. He also advised</p>	

	<p>that Directors are welcome to come in at any point in relation to their monitoring role throughout the academic year.</p> <p>RESOLVED:</p> <p>That the next Governors' Learning Day be held on the same day as the Board meeting of the Spring Term, with details to follow.</p> <p>15. Governor Business Interest Pro- formas</p> <p>The Clerk confirmed receipt of the majority of Business Interest pro-formas from all Directors for the 2019/20 Academic Year and advised that these would be published on the School web-site. Any remaining pro-formas would be returned to the Clerk as soon as possible. It was noted any updates that might occur through the year must be provided to the Clerk as soon as possible.</p> <p>RESOLVED:</p> <p>That the 2019/20 be updated and published on the school web-site.</p> <p>16. Structure of the Governing Body 2019/20</p> <p>The current structure of the Governing Body for the 2019/20 Academic year was noted by the Board. The Board were advised that Director D.Bailey would be stepping down as a Director later this term due to work commitments but had agreed to become a Member.</p> <p>RESOLVED:</p> <p>That the report be noted and the Clerk action the necessary paperwork to affect the resignation as a Director/appointment as a Member of D.Bailey.</p> <p>17. Annual Review of Committee Memberships 2019/20</p> <p>Consideration was given to the annual review of the committee memberships. A copy of the current committee memberships was attached to the Agenda. It was noted that Director D. Bailey would no longer be a member of the Leadership & Management Committee (Please refer to minute 17 above)</p> <p>RESOLVED:</p> <p>That the 2019/20 committee membership be approved as set out at Appendix A to these minutes.</p>	<p><i>Head Teacher/ Directors</i></p> <p><i>Clerk</i></p> <p><i>Clerk</i></p>
--	---	---

<p>18.</p>	<p>Items of AOB:</p> <p>Letter to Academy Trust Accounting Officer – July 2019</p> <p>The letter from Eileen Milner Chief Executive Education and Skills Funding Agency to Academy Trust accounting officers was noted by the Board.</p> <p>Working at Heights Policy</p> <p>Consideration was given to the Working at Heights Policy.</p> <p>RESOLVED:</p> <p>That the working at Heights Policy be approved.</p>	<p><i>Head Teacher</i></p>
<p>19.</p>	<p>Agenda Items for 9th December 2019 meeting</p> <ul style="list-style-type: none"> • Current pupil numbers on roll. • Spring Term meeting dates. • Management Accounts 	
<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.</p>	
<p>21.</p>	<p>Date & Time of Next Meeting</p> <p>RESOLVED:</p> <p>That the next meeting of the Governing Body be held on 6th November 2019 at 5.00 pm.</p> <p>The Meeting concluded at 7.20 pm</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.

Committee Memberships 2019/20

Leadership & Management

Jonathan Briggs

Emma de la Motte

Mike Fryer

Vicky Folkes

Jodie Scott

Rachel Kershaw

(6 Total)

Finance

Jonathan Briggs

Laurence Bryant

Rita Hall

Mike Fryer

Helen Parkinson

Peter Willson

(6 Total)

AUTUMN TERM

Teaching & Learning Committee

Jonathan Briggs

Laurence Bryant

Clare Marley

Emma de la Motte

Mike Fryer

Nigel Little

Catherine Stow Smith

(7 Total)