## The Federation of Abbey Schools Academy Trust

## Leadership & Management Committee

## **Minutes**

Date & Time:	5.30 pm on Wednesday 13 <sup>th</sup> February 2019
Present Governors:	Mr J Briggs, Mrs R Kershaw, Mrs E de la Motte and Mrs J Scott.
Also in Attendance:	Mrs L Hawksby (Clerk to the Governing Body)

<b>ITEM</b>	DESCRIPTION OF DISCUSSION	ACTION
	<u>Mrs R Kershaw in the Chair (Vice Chair) in the absence of Mr</u> <u>M Fryer</u>	<u>BY</u>
1.	Apologies for Absence	
	Apologies of absence were received and accepted from:-	
	<ul> <li>Mr D Bailey</li> <li>Mrs V Folkes</li> <li>Mr M Fryer</li> </ul>	
2.	Notification of Items of Other Business	
	The Clerk advised that there was one item of other Business – Nursery (Minute 10 below refers).	
	Declarations of Interests:	
3.	Declaration of personal or pecuniary interests in any matters arising from the Agenda of the current meeting.	
	There were no declarations of personal or pecuniary interests declared.	

	Annual of Minutes	
4.	Approval of Minutes	
	a) Approval of Minutes – Wednesday 17 <sup>th</sup> October 2018.	
	RESOLVED:	
	That the Minutes of the meeting of the Committee held on Wednesday 17 <sup>th</sup> October 2018 be confirmed and signed as an accurate record by the Chair.	
	b) Matters Arising –	
	It was noted in relation to Minute 7, the Chair of the Board was drawing up a Directors' protocol of good practice when conducting monitoring visits. It was agreed that holding the Governors' Learning Day twice a year would be useful, although it was noted that Directors could also access the school at pre-arranged other times for learning/monitoring purposes.	
	With reference to Minute 10 it was noted that work was ongoing with the Scheme of Delegation and would be brought to the next meeting of the Board on the 1 <sup>st</sup> April 2019.	Head Teacher/ Clerk
	STANDING ITEMS OF THE COMMITTEE, SPRING TERM	
	STANDING ITEMS OF THE COMMITTEE: SPRING TERM (Items 5 – 7)	
5.	School Improvement Plan – Monitoring Self Review Mechanisms	
	The Head Teacher provided an update on the School Improvement Plan (SIP). It was noted that the SIP had been updated with more quantitative data and costings had been included on the plan.	
CQ	Middle Leaders continued to be developed in the school, with them attending training courses. They also continued the sharing of good practice through peer review and with other schools. The Committee enquired how training/good practice is fed back to other Teachers and the Head Teacher advised that information was cascaded back down through staff meetings, with new ideas trialled in year groups initially.	
CQ	The Head Teacher advised Early Years and the Literacy and Numeracy Leads were currently working with Polam Hall and Skerne Park. The Directors' Learning day & walks had demonstrated the enhanced provision in Early Years. 'Tapestry' was proving successful for communication with parents. The Committee questioned how many parents had subscribed to Tapestry and the Head Teacher advised out of 90 less than 20 were not connected to it.	

	The Head Teacher reported that with regard to writing the children were engaged and the 'accelerated reader' programme was proving successful. Boys' progress was still being concentrated on, as it remained lower than the girls' progress, however their progress was still above the national average.	
	The Head Teacher advised that work on PHSE was ongoing but required more evaluation. It was noted that the Police had been invited into the school recently as part of the PHSE curriculum to discuss racial abuse.	
	RESOLVED:	
	That the report be noted.	
6.	Training	
	A copy of Darlington Borough Council's School Governance list of training undertaken by Governors was attached to the Agenda and noted. The Chair of the Board advised that she would be attending the Chair links and Governor network meeting facilitated by Darlington Borough Council.	
	RESOLVED:	
	That the report be noted.	
7.	Safeguarding	
	The Head Teacher updated the Committee on the current number of open safeguarding cases. He advised that an E- safety safer	
	internet day had been held on the 5 <sup>th</sup> February 2019. The whole school completed activities throughout the week and there have been e safety assemblies for the children. Resources for parents and carers linked to e-safety have been uploaded to the school's website.	
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8.	Risk F	Register	
	Consideration was also given by the Committee, and some amendments requested by Directors, to the following delegated risks:		
	Policy	n Resources	
	⊏quaii	ty and Diversity	
	RESO	LVED:	
	a)	That the school's Scheme of Delegation be added into the Risk Register.	Head Teacher/ Clerk
	b)	Human Resources:	
		That Induction Policy be added to the management control section, with the timescale as ongoing and evidenced by the policy being in place.	Head Teacher/ Clerk
	c)	Policy:	
		That 'developing mandatory/statutory training tool' be added into the action section.	Head Teacher/ Clerk
	d)	Equality and Diversity:	
		That the recent police visits into the school as part of the PHSE curriculum to discuss racial abuse, be added into the action section.	Head Teacher/ Clerk
9.	Policie	es/procedures for review:	
	Regist back)	ter of Pupils admissions to Schools (Governor to report	
	shortly	of the Board, Mrs E de la Motte, advised that she would be meeting Mrs Rochester in the business team to report on the register of pupils' admissions to the school.	
	RESO	LVED:	
	That th	ne report be noted.	
	Regist	ter of Pupil Attendance (Governor Report Back)	
	Roche	or Mrs R Kershaw advised that she had met with Mrs ster, business team, to look at the register of pupil ance. She advised that there was a clear policy in place	

and persistent absents were closely monitored and manged effectively.	
She further advised consideration could also be given to positively promoting good attendance in the school.	
RESOVED:	
That the repot be noted.	
Premises Management Documents (Governor Report Back)	
Director Mrs R Kershaw advised she had met with Mrs J Scott, business team, to look at the premises management documents. She advised that she had found the Academy's procedures to be in line with DfE guidance and satisfactory processes were in place to ensure good premises management.	
Director Mr M Fryer's health & safety visit form was also circulated at the meeting for information.	
RESOLVED:	
That the report be noted.	
Minutes/Agendas from Governing Body and Committees (Governor Report Back)	
Director Mrs R Kershaw had met with the Clerk and found all agendas, minutes and papers to be correctly in place. The Declarations of Interests, recording of the Academy trust at Company's House and on the DfE's information exchange were also found to be correctly in place.	
RESOLVED:	
That the report be noted.	
Induction Policy	
Consideration of this policy was deferred for new updates to be included.	Head Teacher
Attendance & Collection of Children Policies	
Consideration was given by the Committee to the Attendance and Collection of Children Policies.	
RESOLVED:	
That the Attendance and Collection of Children Policies be approved, subject to in the school section reference being given to parents/carers clearly advising if children had alternative means of collection, such as permission to walk home.	Head/ Teacher
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Health & Safety Policy	
Consideration was given to the Health & Safety Policy by the Committee. The Committee suggested stronger reference should be made to the Academy and the Academy as an employer. More reference should also be included with regard to the risks from slips, trips and falls. Mrs J Scott should also be highlighted in the document as the 'competent person'.	
RESOLVED:	
That the Health & Safety Policy be approved, subject to the above amendments.	Head Teacher
Food Policy	
Consideration was given to the Food Policy by the Committee.	
RESOLVED:	
That the Food Policy be approved subject to:	
a) On page 3 the sentence 'Pupils should not bring any food from home to share with classmates at any time' being added to include reference to 'unless directed by school for a specific event.'	Head Teacher
<ul> <li>Reference be made to the Academy being a nut free academy.</li> </ul>	Head Teacher
Keeping Children Safe in Education	
The Head Teacher reported on the Keeping Children safe in Education 2018 which had previously been received and noted by all Directors of the Board.	
RESOLVED:	
That the report be noted.	
Charging & Remissions Policy	
Consideration was given to the Charging & Remissions Policy	
RESOLVED:	
That the Charging & Remissions Policy be approved.	Head Teacher
Appendix Behaviour Policy	
Consideration was given to the Appendix of the Behaviour Policy. The Head Teacher advised that this appendix had been shared with all KS2 pupils.	

RESOLVED:	
That the appendix be approved subject to the sentence 'Deliberate serious acts of violence to another pupil' being added to include 'or serious act of damage to property'.	Head Teacher
Any Other Business:	
Nursery	
The Head Teacher advised investigations were being made into entering into a Licensing agreement.	
RESOLVED:	
That the update be noted.	
Agenda Items for the Next Meeting:-	
Plus the following Standing Items:-	
<ul> <li>Safeguarding</li> <li>Risk Register – delegated risks and overview of the document</li> <li>Aims</li> <li>School Improvement Plan –monitoring self-review mechanisms</li> <li>Training Feedback</li> </ul>	Clerk
Policies for Review	
<ul> <li>Induction Policy</li> <li>Administration of Medicine Policy</li> <li>Leave of absences Policies</li> <li>Staff Code of Conduct Policy</li> <li>Admission Arrangements(for September 2021)</li> <li>School Information Published on Web-site</li> </ul>	
Approval of Documents for Public Inspection	
RESOLVED:	
That the Agenda, supporting documents and approved Minutes be made available for public inspection.	Clerk
Dogo <b>7</b> of <b>9</b>	
	That the appendix be approved subject to the sentence 'beliberate serious acts of violence to another pupil' being added to include 'or serious act of damage to property'. Any Other Business: Nursery The Head Teacher advised investigations were being made into entering into a Licensing agreement. <b>RESOLVED:</b> That the update be noted. Agenda Items for the Next Meeting:- Plus the following Standing Items:- • Safeguarding • Risk Register – delegated risks and overview of the document • Aims • School Improvement Plan –monitoring self-review mechanisms • Training Feedback <b>Policies for Review</b> • Induction Policy • Administration of Medicine Policy • Staff Code of Conduct Policy • School Information Published on Web-site <b>Approval of Documents for Public Inspection</b> <b>RESOLVED:</b> That the Agenda, supporting documents and approved Minutes

13.	Date & Time of Next Meeting	
	RESOLVED:	
	That the next meeting of the Committee be confirmed following approval of the Summer Term meeting dates at the next Board meeting.	Clerk
	The Meeting concluded at 6.55 pm	
	Approved by the Leadership & Management Committee	
	Date:	
	Signature (Chair):	
	Name:	
	Note: the CQ abbreviation stands for – Challenging Question by the Board.	