

The Federation of Abbey Schools Academy Trust
Leadership & Management Committee

Minutes

Date & Time: 5.30 pm on Wednesday 13th 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)

<u>ITEM</u>	<u>DESCRIPTION OF DISCUSSION</u>	<u>ACTION BY</u>
1.	<p><u>Mrs R Kershaw in the Chair (Vice Chair) in the absence of Mr M Fryer</u></p> <p>Apologies for Absence</p> <p>Apologies of absence were received and accepted from:-</p> <ul style="list-style-type: none"> • Mr D Bailey • Mrs V Folkes • Mr M Fryer 	
2.	<p>Notification of Items of Other Business</p> <p>The Clerk advised that there was one item of other Business – Nursery (Minute 10 below refers).</p> <p>Declarations of Interests:</p>	
3.	<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>4. Approval of Minutes</p> <p>a) Approval of Minutes – Wednesday 17th October 2018.</p> <p>RESOLVED:</p> <p>That the Minutes of the meeting of the Committee held on Wednesday 17th October 2018 be confirmed and signed as an accurate record by the Chair.</p> <p>b) Matters Arising –</p> <p>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.</p> <p>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 1st April 2019.</p>	<p><i>Head Teacher/ Clerk</i></p>
<p>STANDING ITEMS OF THE COMMITTEE: SPRING TERM (Items 5 – 7)</p>		
<p>5.</p> <p>CQ</p> <p>CQ</p>	<p>School Improvement Plan – Monitoring Self Review Mechanisms</p> <p>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.</p> <p>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.</p> <p>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.</p>	

<p>6.</p> <p>7.</p>	<p>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.</p> <p>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.</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <p>Training</p> <p>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.</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <p>Safeguarding</p> <p>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 5th 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.</p> <p>This term the Deputy Head Teacher (Mr Folkes) had delivered level 1 safeguarding training to some lunchtime and cleaning staff. It was also noted that Joanna Conway would deliver Prevent training to all staff on 6th March in staff meeting time.</p> <p>Director Mr M Fryer had recently completed a review of the Single Central Register which was circulated at the meeting and all procedures were found to be compliant.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	
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<p>8.</p>	<p>Risk Register</p> <p>Consideration was also given by the Committee, and some amendments requested by Directors, to the following delegated risks:</p> <p>Human Resources Policy Equality and Diversity</p> <p>RESOLVED:</p> <p>a) That the school's Scheme of Delegation be added into the Risk Register.</p> <p>b) <u>Human Resources:</u></p> <p>That Induction Policy be added to the management control section, with the timescale as ongoing and evidenced by the policy being in place.</p> <p>c) <u>Policy:</u></p> <p>That 'developing mandatory/statutory training tool' be added into the action section.</p> <p>d) <u>Equality and Diversity:</u></p> <p>That the recent police visits into the school as part of the PHSE curriculum to discuss racial abuse, be added into the action section.</p>	<p><i>Head Teacher/ Clerk</i></p> <p><i>Head Teacher/ Clerk</i></p> <p><i>Head Teacher/ Clerk</i></p> <p><i>Head Teacher/ Clerk</i></p>
<p>9.</p>	<p><u>Policies/procedures for review:</u></p> <p>Register of Pupils admissions to Schools (Governor to report back)</p> <p>Chair of the Board, Mrs E de la Motte, advised that she would be shortly meeting Mrs Rochester in the business team to report back on the register of pupils' admissions to the school.</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <p>Register of Pupil Attendance (Governor Report Back)</p> <p>Director Mrs R Kershaw advised that she had met with Mrs Rochester, business team, to look at the register of pupil attendance. She advised that there was a clear policy in place</p>	

