

## The Federation of Abbey Schools Academy Trust

### Leadership & Management Committee

### Minutes

**Date & Time:** 5.30pm on Thursday 13<sup>th</sup> February 2020

**Present Governors:** Mr J Briggs, Mrs E de la Motte, Mrs V Folkes, Mr M J Fryer, Mrs J Scott and Mrs R Kershaw.

**Also in Attendance:** Mrs L Hawksby (Clerk to the Governing Body)

<u>TEM</u>	<u>DESCRIPTION OF DISCUSSION</u>	<u>ACTION BY</u>
1.	<p><b>Apologies for Absence</b></p> <p>There were no apologies for absence.</p>	
2.	<p><b>Notification of Items of Other Business</b></p> <p>There were two items of other business (Please see Minute 23 below):</p> <ul style="list-style-type: none"> <li>• Directors' Links to SIP and Curriculum Areas Discussion</li> <li>• Updated Policy Table</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>	

<p><b>4.</b></p>	<p><b>Approval of Minutes</b></p> <p>a) Approval of Minutes – Wednesday 8<sup>th</sup> October 2020.</p> <p><b>RESOLVED:</b></p> <p>That the Minutes of the meeting of the Committee held on Wednesday 8<sup>th</sup> October 2020 be confirmed and signed as an accurate record by the Chair.</p> <p>b) Matters Arising –</p> <p>There were no matters arising.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>STANDING ITEMS OF THE COMMITTEE: AUTUMN TERM (Items 5 – 7)</b></p> </div>	
<p><b>5.</b></p> <p><b>CQ</b></p>	<p><b>School Improvement Plan (SIP) – Monitoring self-review mechanisms and SEF</b></p> <p>The Head Teacher reported on the mid-year progress for the School Improvement Plans (SIPs) details of which were included on the reports attached to the Agenda.</p> <p>The Directors questioned how parental engagement was progressing in relation to reading? The Head Teacher advised the following had been undertaken:</p> <ul style="list-style-type: none"> <li>• Reading Policy updated and monitored</li> <li>• Deep Dive in reading</li> <li>• Phonics training and support organised for the Spring Term</li> <li>• Knowledge organisers with key vocabulary sent home</li> <li>• Homework targeted at reading, spelling and key maths skills</li> </ul> <p>The Head Teacher advised that there was an increase in reading books not being returned to school and Senior Leadership were looking into measures to help ensure the books return.</p> <p>The Deputy Head Teacher (VF) updated the Committee that in relation to the ‘Self Regulation’ SIP the school had been chosen to pilot a ‘Health &amp; Wellbeing tool box.’</p> <p>The Directors also noted the School’s Self Evaluation Forms (SEF), which had been slightly updated.</p>	

	<p><b>RESOLVED:</b></p> <p>That the report be noted.</p> <p><i>(Note: Director Mrs V.Folkes arrived at the meeting at 5.45 pm)</i></p> <p><b>6. Training – Report back on any Governor training undertaken since the last meeting of the Committee, including Prevent Training held on the 9<sup>th</sup> December 2019</b></p> <p>The clerk advised the following training had been undertaken:</p> <p>Keeping Children Safe in Education - 8th October 2019 (Director P. Willson) (Note: Previously reported at the meeting of the 8<sup>th</sup> October 2019 that Director M.Fryer had also attended this training.)</p> <p>Governor Support and Challenge - 26th November 2019 (Director M.Fryer)</p> <p>Prevent Briefing &amp; County Lines Training attended 9<sup>th</sup> December 2019 (Provided by Joanna Conway Safeguarding Officer)</p> <p>Directors in attendance:</p> <p>N. Little R. Kershaw C. Marley</p> <p><b>RESOLVED:</b></p> <p>That the report be noted.</p> <p><i>(Note: Director Mrs J.Scott arrived at the meeting at 6.00 pm)</i></p>	
<p><b>7.</b></p>	<p><b>Safeguarding</b></p> <p>The Deputy Head Teacher (VF) updated the Committee with regards to safeguarding in the Academy and ongoing cases.</p>	
<p><b>8.</b></p>	<p><b>RESOLVED:</b></p> <p>That the report be noted.</p>	
	<p><b>8. New Draft Terms of Reference and Standing Items for the Leadership &amp; Management Committee.</b></p> <p>Further to Minute 14 (Leadership &amp; Management) 8<sup>th</sup> October 2019, Director Mrs R Kershaw advised that consideration could be given to moving the work undertaken by the Leadership &amp; Management Committee to the Board. It was discussed that the workload is lower at the first Board meeting of a term and therefore this would perhaps be the best place to consider placing</p>	

	<p>the Leadership &amp; Management Committee standing items. Director R. Kershaw circulated at the meeting information provided by the DfE (Department for Education) handbook in relation to required items to be considered by Governing Bodies.</p> <p><b>RESOLVED:</b></p> <p>That Director R.Kershaw and the Clerk meet before the last summer term meeting to further look at the above information and come back to the Board with some draft terms of reference.</p> <p><b>9. Risk Register</b></p> <p>Consideration was given to the Leadership &amp; Management Committee’s following delegated risks for the Spring Term.</p> <p>Human Resources (6.1) – After careful consideration no changes were felt necessary to this section of the Risk Register and it was noted that the Induction Policy had now been added in the management control section at point number 6.</p> <p><u>Policy (7.1)</u> - It was agreed to add at point number 10 in the management control section: ‘Use training tool to log all training and identify retraining.’</p> <p><u>Equality and Diversity (8.1)</u> – It was agreed to add in at point number 5 in the management control section: ‘HT report incidents through HT report’. It was also agreed to add into the action section reference to the new PSHE (Personal, Social, Health and Economic) Policy and Relationship and Sex Education (RSE) Policy and curriculum to be embedded by September 2020.</p> <p><b>RESOLVED:</b></p> <p>That the agreed changes be approved and incorporated into the Risk Register.</p>	<p><i>Director/ Clerk</i></p>
<p><b>10.</b></p>	<p><b>Policies/procedures for review:</b></p> <p><b>Governor report back – Register of Pupil Admissions to School</b></p> <p><b>RESOLVED:</b></p> <p>That consideration of this item be deferred until the next meeting of the Committee.</p>	<p><i>Head Teacher</i></p>

<p><b>11.</b></p>	<p><b>Governor report back – Register of Pupil Attendance</b></p> <p><b>RESOLVED:</b></p> <p>That consideration of this item be deferred until the next meeting of the Committee.</p>	
<p><b>12.</b></p>	<p><b>Premises Management Documents</b></p> <p><b>RESOLVED:</b></p> <p>That consideration of this item be deferred until the next meeting of the Committee.</p>	
<p><b>13.</b></p>	<p><b>Governor report back – Minutes/Agendas from Governing Body and Committees</b></p> <p><b>RESOLVED:</b></p> <p>That consideration of this item be deferred until the next meeting of the Committee</p>	
<p><b>14.</b></p>	<p><b>Accessibility Plan</b></p> <p>Consideration was given to the Accessibility Plan.</p> <p><b>RESOLVED:</b></p> <p>That the Accessibility Plan be approved.</p>	
<p><b>15.</b></p>	<p><b>Attendance and Collection of Children Policies</b></p> <p>Consideration was given to both the Attendance Policy and the Collection Policy.</p> <p><b>RESOLVED:</b></p> <p>a) That both policies be approved subject to them both being changed to a three year review cycle on the Policy Table.</p> <p>b) That the Collection of Children Policy be amended to include acknowledgment that some children have been given permission by a parent/carer as they get older to walk home alone from school.</p>	<p><i>Clerk</i></p> <p><i>Head Teacher</i></p>
<p><b>16.</b></p>	<p><b>Charging &amp; Remissions Policy</b></p> <p>Consideration was given to the Charging &amp; Remissions Policy.</p>	

	<p><b>RESOLVED:</b></p> <p>That the Charging and Remissions Policy be approved subject to reference being made that the After School Club has its' own charging policy and also refer to the fact that all Key Stage 1 children at present receive Free School Meals.</p>	<p><i>Head Teacher</i></p>
<p>17.</p>	<p><b>CPD Policy</b></p> <p>Consideration was given to the Continued Professional Development Policy (CPD).</p> <p><b>RESOLVED:</b></p> <p>That the CPD Policy be approved.</p>	
<p>18.</p>	<p><b>Relationship and Sex Education (RSE) Policy</b></p> <p>Consideration was given to the Relationship and Sex Education (RSE) Policy.</p> <p><b>RESOLVED:</b></p> <p>That the Relationship and Sex Education (RSE) Policy be approved subject to any reference to the old 'SRE' being amended to read the new 'RSE' throughout the document.</p>	<p><i>Deputy Head Teacher</i></p>
<p>19.</p>	<p><b>Health &amp; Safety Policy</b></p> <p>Consideration was given to the Health &amp; Safety Policy, with the most recent updates being noted, such as the inclusion of the process for the use of Walkie Talkies.</p> <p><b>RESOLVED:</b></p> <p>That the Health &amp; Safety Policy be approved.</p>	
<p>20.</p>	<p><b>Freedom of Information Publication Scheme</b></p> <p>Consideration was given to the Freedom of Information Publication Scheme.</p> <p><b>RESOLVED:</b></p> <p>That the Freedom of Information Publication Scheme be approved.</p>	

<p>21.</p> <p>22.</p> <p>23.</p> <p>24.</p>	<p><b>Keeping Children Safe in Education</b></p> <p>(Note the latest updates had been reported and noted by the Board on the 9<sup>th</sup> September 2019.)</p> <p><b>Noted the following policies listed below had already been approved by the Board on the 9<sup>th</sup> December 2019:</b></p> <p>Disciplinary Policy          Maternity Leave Policy          Sickness Absence Management Policy          GDPR Policies          Complaints Procedure          Capability Policy</p> <p><b>Any Other Business:</b></p> <p><b>Directors' Links to SIP and Curriculum Areas Discussion</b></p> <p>The Head Teacher circulated at the meeting potential Director links to the curriculum and School Improvement Plan (SIP), which would be used on the Governors' Learning Day. The links could still be swapped around on the actual day.</p> <p><b>RESOLVED:</b></p> <p>That the report be noted.</p> <p><b>Updated Policy Table</b></p> <p>A copy of the updated Policy Table was considered by the Committee. The updated Policy Table now included an extra column regarding which policies were statutory and which required publication on the school web-site.</p> <p><b>RESOLVED:</b></p> <p>That the report be noted</p> <p><b>Agenda Items for the Next Meeting:</b></p> <p>Governor report back – Register of Pupil Admissions to School</p> <p>Governor report back – Register of Pupil Attendance</p> <p>Governor report back - Premises Management Documents</p> <p>Governor report back – Minutes/Agendas from Governing Body and Committees</p>	<p><i>Clerk/          Directors</i></p>
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	<p><b>Plus the following Standing Items:-</b></p> <p>Aims  School Improvement Plan – Monitoring self-review mechanisms  Training Feedback  Risk Register (Overview of the document)  Risk Register – delegated risks  Safeguarding</p> <p><b>25. 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.</p> <p><b>26. Date &amp; Time of Next Meeting</b></p> <p><b>RESOLVED:</b></p> <p>That the next meeting of the Committee be confirmed once the date had been approved at the Governing Body scheduled for the 30<sup>th</sup> March 2020.</p> <p><b>The Meeting concluded at 7.00 pm</b></p> <p>Approved by the Leadership &amp; Management Committee</p> <p>Date: _____</p> <p>Signature (Chair): _____</p> <p>Name: _____</p> <p>(Note: the <b>CQ</b> abbreviation stands for – Challenging Question.)</p>	<p><i>Clerk</i></p> <p><i>Clerk</i></p> <p><i>Clerk</i></p>
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