

The Federation of Abbey Schools Academy Trust

Leadership & Management Committee

Minutes

Date & Time: 5.30pm on Wednesday 17th October 2018

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>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 of the Leadership & Management Committee for the ensuing Academic Year.</p> <p>RESOLVED:</p> <p>That Mr M J Fryer be appointed as Chair of the Leadership & Management Committee for the ensuing Academic Year.</p> <p><i>(Note: Mr M J Fryer was 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 of the Leadership & Management Committee for the ensuing Academic Year.</p> <p>RESOLVED:</p> <p>That Mrs R Kershaw be appointed as Vice-Chair of the Leadership & Management Committee for the ensuing Academic Year.</p>	

<p>3.</p> <p>4.</p> <p>5.</p> <p>6.</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 <p>Notification of Items of Other Business</p> <p>There were three items of Other Business to discuss:</p> <ul style="list-style-type: none">• Nursery – update• School Motto• School Partnership Programme <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>Approval of Minutes</p> <p>a) Approval of Minutes – Wednesday 23rd May 2018.</p> <p>RESOLVED:</p> <p>That the Minutes of the meeting of the Committee held on Wednesday 23rd May 2018 be confirmed and signed as an accurate record by the Chair.</p> <p>b) Matters Arising –</p> <p>There were no matters arising.</p>	
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STANDING ITEMS OF THE COMMITTEE: AUTUMN TERM (Items 7 – 13)	
7.	<p>School Improvement Plan (SIP) – Monitoring</p> <p>The Head Teacher reported that a monitoring plan had now be drawn up, in conjunction with the Chair of the Board, for the Governance Day due to be held on the 7th November 2018. All Governors were invited and a timetable for the day would be circulated shortly. An evaluation of the findings from the day and how effective Governors felt the day had been, would be completed after the event. The intention would be to hold similar governance days on a termly basis.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>
8.	<p>Performance Management</p> <p>The Head Teacher advised that all Teachers had now received a performance management review. The Head Teacher's performance review would be held on Friday 19th October 2018.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>
9.	<p>Policy Review</p> <p>Consideration was given to the Policy Review Table which set out reviews that had been completed and dates for future reviews. Any new policies would be added periodically to the table as they were reviewed by Governors. The Head Teacher advised that more of the policies adopted from Stockton Borough Council's Human Resources' department, would be added shortly.</p> <p>RESOLVED:</p> <p>That the Policy Table be noted.</p>
10.	<p>Decision Planner</p> <p>The Leadership & Management Committee reviewed the Decision Planner to ascertain whether any updates or amendments were required. The Committee questioned whether the Decision Planner should have a more personalised Academy slant, rather than the maintained school model, and it was agreed that further work would be done on this. It was noted reference to a 'local governing body' should be removed as that was not applicable to the school and reference should be made to the Chair of the</p>
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	<p>c) That the following be updated in the 'E safety procedures and systems...' (Ref 2.4)</p> <p>Reference where appropriate being made to E-safety now being the responsibility of the Deputy Head (VF) and Year 3 Lead (DR).</p> <p>d) That the following be updated in the 'Appropriate risk assessments not completed and/or action not taken as required' (Ref 5.1)</p> <p>That half termly walks around school to identify possible areas to develop, be amended to 6 monthly.</p> <p>13. Safeguarding</p> <p>The Deputy Head Teacher (VF) updated the Committee with regards to safeguarding in the Academy. She advised that all Staff and Governors had received the Keeping Children Safe in Education 2018 DfE handbook.</p> <p>All staff had received Level 1 Safeguarding training. All teaching staff were using CPOMS (safeguarding and child protection software) and follow up action was being taken where necessary.</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <p>14. Annual Review of Terms of Reference and Standing Items for the Leadership & Management Committee</p> <p>Consideration was given whether any amendments were required to the Leadership & Management's Terms of Reference and Standing Items.</p> <p>RESOLVED:</p> <p>That the Terms of Reference and Standing Items remain the same.</p> <p>15. Policies/procedures for review:</p> <p>Appraisal Policy</p> <p>Consideration was given to the Appraisal Policy which had previously been approved at the Pay Review Sub-Committee held on the 10th September 2018.</p> <p>RESOLVED:</p> <p>That the Appraisal Policy be approved.</p>	<p><i>Head Teacher/ Clerk</i></p> <p><i>Head Teacher/ Clerk</i></p> <p><i>Head Teacher</i></p>
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	<p>Pay Policy</p> <p>Consideration was given to the Pay Policy which had previously been approved at the Pay Review Sub-Committee held on the 10th September 2018.</p> <p>RESOLVED:</p> <p>That the Pay Policy be approved.</p> <p>Charging & Remissions Policy</p> <p>Consideration was given to the Charging & Remissions Policy.</p> <p>RESOLVED:</p> <p>That the Charging & Remissions Policy be deferred to allow consideration whether to separate the policy from the lettings pack information.</p> <p>Disclosure & Baring Service Policy</p> <p>Consideration was given to the Disclosure & Barring Service Policy.</p> <p>RESOLVED:</p> <p>That the Disclosure & Barring Service Policy be approved subject to the following additions:</p> <p>Page 6 – reference is made to Darlington Borough Council rather than Stockton.</p> <p>Page 9 (Point 12) Reference should be made to the Governors’ Charity Commission Disclosure and to the requirement for The Chair of the Boards DBS to be counter signed by the Secretary of State.</p> <p>Induction Policy</p> <p>RESOLVED:</p> <p>That consideration of the Induction Policy be deferred until the next meeting of the Committee.</p> <p>Privacy Procedure GDPR</p> <p>Consideration was given to the Privacy Procedure GDPR.</p> <p>RESOLVED:</p> <p>That the Privacy Procedure GDPR be approved.</p>	<p><i>Head Teacher</i></p> <p><i>Head Teacher</i></p> <p><i>Head Teacher</i></p> <p><i>Head Teacher/ Clerk</i></p> <p><i>Head Teacher</i></p>
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	<p>Child Protection Policy</p> <p>It was noted that the Child Protection Policy had been updated to include reference to the Keeping Children Safe in Education 2018 Handbook and that this had been noted at the Full Governing Body held on the 10th September 2018.</p> <p>RESOLVED:</p> <p>That the updated policy be approved.</p> <p>Governor Report Back:-</p> <p>Central Record of recruitment & vetting – M. Fryer</p> <p>Governor Mr M Fryer had previously completed this check in the 2017/18 Summer Term and had reported back to the Full Governing Body on the 9th July 2018.</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <p>Health & Safety – M Fryer</p> <p>Governor Mr M.Fryer advised the Committee that through his role as Health & Safety Governor contact and visits to school he was satisfied that all was in place correctly.</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <p>Register of Pupil Admissions to School</p> <p>RESOLVED:</p> <p>That consideration be deferred until the next meeting of the Committee.</p> <p>Register of Pupil Attendance</p> <p>RESOLVED:</p> <p>That consideration be deferred until the next meeting of the Committee.</p>	<p><i>Head Teacher</i></p> <p><i>Governor</i></p> <p><i>Governor</i></p>
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<p>16.</p>	<p>Items of Any Other Business:</p> <p>Nursery – update</p> <p>Further to Minute 7 (Governing Body 10th September 2018) the Head Teacher advised that the legal draft proposal had been given to the Nursery and the Nursery had advised that they would wish to commence after Christmas if possible.</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <p>School Motto</p> <p>The Head Teacher advised that consideration was currently being given to a new school motto. Teaching staff had been asked and the School Council and parents would also be consulted.</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <p>School Partnership Programme</p> <p>The Head Teacher advised that the Schools Partnership Programme is the Academy’s cluster-based school improvement model based on rigorous and impact-focused peer review. The partner schools who the Academy are working with are : Wynard, Reid Street, Mowden, West Park and Firth Moor primary schools.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	
<p>17.</p>	<p>Agenda Items for the Next Meeting</p> <ul style="list-style-type: none"> • Induction Policy • Register of Pupil Admissions to School – Governor report back. • Register of pupil attendance – Governor report back. <p>Plus the following Standing Items:-</p> <ul style="list-style-type: none"> • School Improvement Plan – Monitoring self-review mechanisms • Training Feedback 	<p><i>Clerk</i></p>

<p>18.</p>	<ul style="list-style-type: none"> • Risk Register – delegated risks • Safeguarding <p>Policies for review :-</p> <ul style="list-style-type: none"> • Attendance and Collection of Children Policy • Health & Safety Policy • Food Policy • Keeping Children Safe in Education • Freedom of Information Publication Scheme • Minutes/Agendas – Governor Review • Premises Management Documents – Governor Review <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><i>Clerk</i></p>
<p>19.</p>	<p>Date & Time of Next Meeting</p> <p>RESOLVED:</p> <p>That the next meeting of the Committee be confirmed once the date had been approved at the Governing Body scheduled for the 10th December 2018.</p> <p>The Meeting concluded at 6.45 pm</p> <p>Approved by the Leadership & Management Committee</p> <p>Date: _____</p> <p>Signature (Chair): _____</p> <p>Name: _____</p> <p>(Note: the CQ abbreviation stands for – Challenging Question.)</p>	<p><i>Clerk</i></p>