

The Federation of Abbey Schools Academy Trust
Leadership & Management Committee

Minutes

Date & Time: 5.30 pm on Wednesday 23rd May 2018

Present Governors: Mr J Briggs, Mrs E de la Motte, Mr M J Fryer (Chair), Mrs R Hall 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>Apologies for Absence</p> <p>Apologies of absence were received and accepted from:-</p> <ul style="list-style-type: none"> • Mr D Bailey • Mrs D Leigh 	
2.	<p>Notification of Items of Other Business</p> <p>There were no items of other Business.</p>	
3.	<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>4.</p>	<p>Approval of Minutes</p> <p>a) Approval of Minutes – Wednesday 7th February 2018.</p> <p>RESOLVED:</p> <p>That the Minutes of the meeting of the Committee held on Wednesday 7th February 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 6 that a Data training day, to be facilitated by Governor D.Bailey had been set for Wednesday 18th July 2018.</p> <p>With reference to Minute 7, it was reported that ideas for income generation were being considered, including companies donations. It was noted Barclays match funds up to £1,000.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>STANDING ITEMS OF THE COMMITTEE: SUMMER TERM (Items 5 – 8)</p> </div>	
<p>5.</p>	<p>Aims</p> <p>Consideration was given to the Aims of the School.</p> <p>RESOLVED:</p> <p>That the aims be approved subject to an amendment added at ‘successful learners’ bullet point 3, in order that it reads :-</p> <p>Ensuring quality teaching by well trained, excellent role models, who deliver a broad balanced curriculum.</p>	<p>Head Teacher</p>
<p>6.</p> <p>CQ</p>	<p>School Improvement Plan (SIP) – Monitoring self-review mechanisms.</p> <p>The Head Teacher reported on the improvements/progress made with regard to the School Improvement Plan (SIP). The Head Teacher also circulated FFT (Family Fischer Trust) Aspire data for the Committee to consider.</p> <p>Governors enquired what observation techniques were used in the Early Years, with regard to how the children play and learn. The Head Teacher advised that the Teaching Assistants question the children on the interactions they are undertaking when playing. Governors suggested that they would like to come back in and observe/question the children. It was therefore suggested that Governors Mrs R Hall and Mrs C Marley re-visit the EYFS.</p>	<p>Governors</p>

<p>CQ</p>	<p>Governors enquired with regard to the 'writing' element of the SIP what the Head Teacher had observed in relation to ensuring that pupils' work is well matched to pupils' abilities based on accurate use of assessment. The Head Teacher advised that he had observed through monitoring that this was improving.</p>	
<p>CQ</p>	<p>It was noted through book scrutiny and pupil interviews both Governors and the Senior Leadership Team had evidenced improvements in writing. The Committee suggested that instead of stating in the SIP that children can confidently talk about their writing and how they improve it. This should be amended to 'most children can confidently talk about their writing and how they improve it.'</p>	
<p>CQ</p>	<p>Governor Mrs E de la Motte advised that she would like to undertake some further work looking at measurable outcomes, looking at the Literacy Shed, books with or without the children and talking to middle leaders. It was suggested that a schedule for monitoring by Governors would be useful.</p> <p>Governor Mrs R Kershaw also advised that she would like to come in sometime to discuss with the SENCO (Special Educational Needs Co-ordinator) about early intervention.</p>	<p><i>Head Teacher</i></p> <p><i>Head Teacher/ Senco/ Governor</i></p>
	<p>RESOLVED:</p> <ul style="list-style-type: none"> a) That the report be noted. b) That the heading be amended on all the documents to read 'Federation of Abbey Schools.' c) That page 2 of the writing SIP, 1st bullet point should be amended to read 'or able to self-correct.' d) That page 2 of the writing SIP 1st bullet point in the outcomes progress section be amended to read 'most children can confidently talk about their writing and how they improve it.' <p><i>(Note: Governor Mrs R Kershaw arrived at the meeting at approximately 6.15 pm.)</i></p>	<p><i>Head Teacher</i></p> <p><i>Head Teacher</i></p> <p><i>Head Teacher</i></p>
<p>7.</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. Also appended to the Agenda was a list of Governors who attended GDPR (General Data Protection Regulations) training at the School on the 25th April 2018.</p>	

	<p>RESOLVED:</p> <p>That the report be noted.</p> <p>8. Safeguarding</p> <p>The Head Teacher updated the Committee on current safeguarding, as reported to Full Governing Body on the 14th May 2018 (Minute 9 refers.) It was noted that ‘Keeping Children Safe in Education 2018’ was due to come into effect later in the year.</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <p>9. Risk Register</p> <p>Consideration was also given by the Committee to the following delegated risks:</p> <ul style="list-style-type: none"> • Governance (10.1) • GDPR (General Data Protection Regulations) (11.1) <p>RESOLVED:</p> <p>a) That no change be made to Governance on the Risk Register.</p> <p>b) That some minor amendments be added to the GDPR section of the Risk Register to include reference to ‘Privacy Policy’ instead of ‘Data Policy.’</p> <p>10. Policies/procedures/information for review:</p> <p>Administration of Medicine Policy</p> <p>This policy was noted by the Leadership & Management Committee as it had been approved by the Governing Body held on the 14th May 2018. (Minute 14 refers.)</p> <p>Admission Arrangements (For September 2020).</p> <p>This policy was noted by the Leadership & Management Committee as it had been approved by the Governing Body held on the 14th May 2018. (Minute 13 refers.)</p>	<p><i>Head Teacher</i></p>
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<p>11.</p> <p>12.</p>	<p>School Information published on web-site</p> <p>It was noted that the web-site was compliant and had recently been inspected by Ofsted on the 9th January 2018.</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <p>Agenda Items for the Next Meeting:-</p> <ul style="list-style-type: none">• School Improvement Plan (SIP) – monitoring• Performance Management• Policy Review Table• Decision Planner• Training Feedback• Risk Register• Safeguarding <p>Plus the following Standing Items:-</p> <p>Policies for Review</p> <ul style="list-style-type: none">• Appraisal Policy• Charging & Remissions Policy• Induction Policy• Pay Policy• Data Protection – Privacy Notice• Child Protection Policy• Disclosure and Barring Service Policy• Governor Check - Central Record of Recruitment and Vetting Checks• Governor Check – Health & Safety• Governor Check - Register of Pupil Admissions to School	
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<p>13.</p>	<p>Date & Time of Next Meeting</p> <p>RESOLVED:</p> <p>That the next meeting of the Committee be confirmed following approval of the Autumn Term meeting dates at the next Board meeting.</p> <p>The Meeting concluded at 7.00 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 by the Board.</p>	
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