

The Federation of Abbey Schools Academy Trust

Leadership & Management Committee

Minutes

Date & Time: 5.30 pm on Wednesday 5th June 2019

Present Governors: Mr J Briggs, Mrs V Folkes, Mr M Fryer, 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>Apologies for Absence</p> <p>Apologies of absence were received and accepted from:-</p> <ul style="list-style-type: none"> • Mr D Bailey 	
2.	<p>Notification of Items of Other Business</p> <p>There were no items of any 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 13th February 2019.</p> <p>RESOLVED:</p> <p>That the Minutes of the meeting of the Committee held on Wednesday 13th February 2019 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>STANDING ITEMS OF THE COMMITTEE: SUMMER TERM (Items 5 –8)</p> </div>	
<p>5.</p>	<p>Aims</p> <p>The Head Teacher circulated the new aims for the school and referred to the new Logo which Directors’ had previously approved at the Board meeting held on the 20th May 2019. It was noted these would become an integral part of the new school web-site.</p> <p>RESOLVED:</p> <p>That the aims be approved.</p>	<p><i>Head Teacher</i></p>
<p>6.</p>	<p>School Improvement Plan – Monitoring Self Review Mechanisms</p> <p>The Head Teacher and the Chair of the Board (Mrs E de la Motte), updated the Committee with regard to progress for the Governors’ Learning Day scheduled for Wednesday 19th June 2019. The day would be linked to the priorities as set out in the School Improvement Plan (SIP). Directors would be looking at writing, literacy, numeracy and the EYFS (Early Years Foundation Stage). They would also be talking to TLR’s with regard to the curriculum and talking to middle leaders. They would also talk to the lead for PHSE (personal, social, health and economic education). They would have opportunity to talk to pupils in groups with targeted questions in order to dig deeper on progress made with regard to the SIP objectives.</p> <p>RESOLVED:</p> <p>That the report be noted.</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 attached was a list of training completed by Director David Bailey who had completed the following Level 2 safeguarding CPD:</p> <p>Child Protection</p> <p>Child Sexual Exploitation</p> <p>Domestic Abuse</p> <p>E-safety</p> <p>FGM</p> <p>Prevention of Radicalisation</p> <p>Modern Slavery</p> <p>Forced Marriage</p> <p>It was noted that following consultation with the Chair of the Board and the Head Teacher, the school would be buying into the next academic years' Darlington Borough Council's Governance training, on a 'pay as you go' basis.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	
<p>8.</p>	<p>Safeguarding</p> <p>The Deputy Head Teacher (Mrs V Folkes) advised that she and the Head Teacher would be attending training on 'County Lines'. Information would also be shared with relevant staff with regards revised Guidance for Safer Working Practice 2019.</p> <p>She also advised that the National Crime Agency (NCA) has launched new resources aimed at helping 4 to 7 year olds stay safe online. Jessie & friends involves three animated videos, each aimed at a different age group, covering: watching videos, sharing pictures and playing games. Resources include: lesson plans, information for parents and carers and storybooks. These resources would be shared with staff.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	

<p>9.</p> <p>10.</p> <p>11.</p>	<p>Governors' Learning Day update.</p> <p>It was noted that this item had already been discussed at Minute 6 above.</p> <p>Scheme of Delegation – Sub Committees to review following approval at the 1st April 2019 Board meeting.</p> <p>Further to Minute 12, it was noted that the new Scheme of Delegation had been approved at the Board meeting held on the 1st April 2019.</p> <p>Each sub - committee this term was now tasked with reviewing the Scheme of Delegation in relation to their committee. It was noted the scheme would be reviewed on an annual basis.</p> <p>RESOLVED:</p> <p>That no changes were required from a Leadership & Management Committee perspective to the Scheme of Delegation.</p> <p>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) <u>Governance:</u></p> <p>It was noted that the skills audit for Governors' was being analysed and updated in 2019 and this was added to the Risk Register.</p> <p>b) <u>GDPR:</u></p> <p>That Mrs Rochester's (Business Team) name be added in the ongoing actions section in relation to :</p> <ul style="list-style-type: none"> • To continue to ensure all policies and procedures are in place for GDPR • Appoint a Data Protection Officer – Gateshead Council from September 2019 	<p><i>Head Teacher/ Clerk</i></p>
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<p>12.</p>	<p><u>Policies/procedures for review:</u></p> <p>Induction Policy</p> <p>This policy had been deferred from the last meeting of the Committee and was now given consideration.</p> <p>RESOLVED:</p> <p>That the Induction policy be approved.</p> <p>Administration of Medicine Policy</p> <p>Consideration was given to the Administration of medicine policy.</p> <p>RESOLVED:</p> <p>That the administration of medicine policy be approved.</p> <p>Leave of Absences Policy</p> <p>It was noted that these were currently based upon the Stockton on Tees Borough Council policies and that there would be a transition period as the Avec policies were now adopted.</p> <p>RESOLVED:</p> <p>That the current leave of absence policy be approved.</p> <p>Staff Code of Conduct Policy</p> <p>The current staff code of conduct policy was to note as it had already been approved at the Board meeting on the 1st April 2019.</p> <p>Admission Arrangements (for September 2021)</p> <p>RESOLVED:</p> <p>That this be deferred until the September 2019 Board meeting.</p> <p>School Information Published on Web-site</p> <p>It was noted that Director Mrs J Scott had reviewed the web-site and that all information could be accessed.</p> <p>Register of Pupils Admissions to Schools (Governor report back)</p> <p>RESOLVED:</p> <p>That this be deferred until the next meeting of the Committee.</p>	<p><i>Head Teacher</i></p> <p><i>Head Teacher</i></p> <p><i>Head Teacher</i></p> <p><i>Head Teacher</i></p> <p><i>Clerk</i></p> <p><i>Director E. de la Motte</i></p>
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<p>13.</p>	<p>Agenda Items for the Next Meeting:-</p> <p>The following Standing Items:-</p> <p>School Improvement Plan (SIP) – monitoring Performance Management Policy Review Table Scheme of Delegation Training Feedback Risk Register – delegated risks Safeguarding</p> <p>Policies for Review</p> <p>Adult Volunteer Policy Appraisal Policy Pay Policy Complaints Procedure GDPR – Privacy notice Child Protection Policy Disclosure & Barring Service Policy Central record of recruitment & vetting – governor report back Health & Safety – Governor report back Register of pupil admissions – Governor report back</p>	<p><i>Clerk</i></p>
<p>14.</p>	<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>15.</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><i>Clerk</i></p>

The Meeting concluded at 6.25 pm

Approved by the Leadership & Management Committee

Date: _____

Signature (Chair): _____

Name: _____

Note: the **CQ** abbreviation stands for challenging questions.