

The Federation of Abbey Schools Academy Trust

Leadership & Management Committee

Minutes

Date & Time: 5.30pm on Tuesday 8th October 2019

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>Apologies for Absence</p> <p>There were no apologies for absence.</p>	
<p>4.</p>	<p>Notification of Items of Other Business</p> <p>There were no items of other business.</p>	
<p>5.</p>	<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>6.</p>	<p>Approval of Minutes</p> <p>a) Approval of Minutes – Wednesday 5th June 2019.</p> <p>RESOLVED:</p> <p>That the Minutes of the meeting of the Committee held on Wednesday 5th June 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 data-bbox="320 1603 1198 1715" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>STANDING ITEMS OF THE COMMITTEE: AUTUMN TERM (Items 7 – 13)</p> </div>	
<p>7.</p>	<p>School Improvement Plan (SIP) – Monitoring</p> <p>The Head Teacher reported that following the Board meeting held on the 9th September (Minute 9 refers) he had met with Director D.Bailey and the revised four School Improvement Plans (SIP) were now available on the Governors’ Learning Platform. The four areas are:</p>	

<p>8.</p> <p>9.</p>	<ul style="list-style-type: none"> • Self-Regulation • Early Years • Leadership & Management • Engagement <p>The SIPs had been amended to concentrate more on quantitative evidence and demonstrate how targets would be monitored. These four areas were now ready to be linked to Governor monitoring.</p> <p>Layered targets for performance management were also reported to the Directors and are also available on the Governors' Learning Platform and were linked to the SIPs. These included reading, inclusion and curriculum targets.</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <p>Performance Management</p> <p>The Head Teacher advised that all teaching staff had met their performance review targets for the last academic year and were recommended for pay progression. Targets for 2019/20 included:</p> <ul style="list-style-type: none"> • Inclusion/ SEN progress • Develop leadership of curriculum areas • To improve the target of lower attaining readers - quality intervention and increased engagement <p>The Head Teacher's Performance Review would be held on the 17th October 2019 by Doug Lowes (Swaledale Alliance) and members of the Pay Review Sub-Committee. Layered targets would also be set similar to the above.</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <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 updated Avec HR policies would be included on the table once approved by the Board later in the Autumn term.</p> <p>RESOLVED:</p> <p>That the Policy Table be noted.</p>	
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<p>10.</p> <p>Scheme of Delegation</p> <p>The Leadership & Management Committee reviewed the Scheme of Delegation to ascertain whether any updates or amendments were required. The Committee noted the Scheme of Delegation had been completely updated and approved by the Board in April 2019, by all committees in the summer term.</p> <p>CQ</p> <p>The Directors asked that the Scheme of Delegation, this Academic Year, should be further looked at in order to sub-divide the delegation to each committee. This would include the new Finance and Audit committee delegations once the new terms of reference had been approved by the Board on the 9th December 2019. The Committee also suggested that perhaps consideration could also be given to the Leadership & Management standing items when reviewed (please refer to Minute 14 below) being moved to the Board's responsibility.</p> <p>RESOLVED:</p> <p>That the Scheme of Delegation be reviewed and amended to reflect the changes highlighted in the above minute.</p>		<p><i>Head Teacher/ Directors/ Clerk</i></p>
<p>11.</p> <p>Training</p> <p>Director M. Fryer reported on the following Darlington Borough Council training courses he had attended :-</p> <p>New Ofsted Framework - 17th September 2019</p> <p>Children Keeping Safe in Education – 8th October 2019</p> <p>Slides from the training would be made available for all Directors and placed on the Governors' Learning Platform.</p> <p>RESOLVED:</p> <p>a) That the report be noted.</p> <p>b) That it be noted that Prevent Training would be available for all Directors on the 9th December 2019.</p> <p>c) Ofsted new framework training be sought for all Directors.</p>		<p><i>Directors</i></p> <p><i>Head Teacher</i></p>
<p>12.</p> <p>Risk Register</p> <p>Consideration was given to the Leadership & Management Committee's delegated risks for the Autumn Term of: Safeguarding / Child Protection and Health and Safety.</p>		

	<p>Changes suggested and approved by the Committee in relation to safeguarding/child protection included reference to induction training provided to staff, all staff having received the updated KCSIE 2019 update, boundary fences in the Infant site now being in place, de-escalation training having been undertaken, changing reference from Stockton Borough Council to Avec where applicable and new GDPR provider.</p> <p>Changes suggested and approved and suggested by the Committee in relation to Health & Safety included to ensure any reference to Stockton Borough Council was now changed to Avec, reference be made to the 16th October risk assessment training and removal of item 6 - RA identified on curriculum planning.</p> <p>RESOLVED:</p> <p>That the changes be approved and incorporated into the Risk Register.</p> <p>13. Safeguarding</p> <p>The Deputy Head Teacher (VF) updated the Committee with regards to safeguarding in the Academy. She also advised that the Academy was using the bronze package from Darlington internet safety which included internet safety and gaming safety workshops for pupils and a Year 6 'fake or real' world workshop.</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. With reference to Minute 10 above Director R.Kershaw suggested that she could help review the Leadership & Management committee's terms of reference</p> <p>RESOLVED:</p> <p>That the terms of reference and standing items for the Leadership & Management Committee be reviewed and brought back to a future meeting for approval.</p>	<p><i>Head Teacher/ Clerk</i></p> <p><i>Director/ Head Teacher/ Clerk</i></p>
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<p>15.</p>	<p>Policies/procedures for review:</p> <p>Appraisal Policy</p> <p>Consideration was given to the Appraisal Policy, which had now been consulted upon with the Unions.</p> <p>RESOLVED:</p> <p>That the Appraisal Policy be approved.</p> <p>Pay Policy</p> <p>Consideration was given to the Pay Policy, which had now been consulted upon with the Unions.</p> <p>RESOLVED:</p> <p>That the Pay Policy be approved.</p> <p>Disclosure & Barring Service Policy</p> <p>The Head Teacher advised that the DBS Policy has been incorporated into the Recruitment Policy</p> <p>GDPR – Privacy Notice</p> <p>Consideration was given to the GDPR – privacy notice which had been slightly updated.</p> <p>RESOLVED:</p> <p>That the GDPR privacy notice be approved.</p> <p>Child Protection Policy</p> <p>Consideration was given to the Child Protection Policy which had been updated.</p> <p>RESOLVED:</p> <p>That the Child Protection Policy be approved.</p> <p>Parent/ Volunteer in School Policy</p> <p>Consideration was given to the Parent/Volunteer in School Policy.</p> <p>RESOLVED:</p> <p>That the Parent/Volunteer Policy be approved subject to reference being made in the policy to parents/volunteers having read the schools’ safeguarding policy to help ensure compliance.</p>	<p><i>Head Teacher</i></p>
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	<p>Plus the following Standing Items:-</p> <ul style="list-style-type: none"> • School Improvement Plan – Monitoring self-review mechanisms • Training Feedback • Risk Register – delegated risks • Safeguarding <p>Policies for review :-</p> <ul style="list-style-type: none"> • Accessibility Plan • Attendance and collection of children Policy • Minutes/Agendas – Governor Review • Capability Policy • Charging & Remissions Policy • CPD Policy • Disciplinary Policy • Health & Safety Policy • Maternity Leave Policy • Sickness Absence Management Policy • Sex and relationship and Education Policy • GDPR Policies and Freedom of Information • Food Policy • Keeping Children Safe in Education • Premises Management Documents – Governor report back • Register of pupil attendance – Governor report back 	<p>Clerk</p>
<p>17.</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>Clerk</p>
<p>18.</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 9th December 2019.</p>	<p>Clerk</p>

The Meeting concluded at 6.30 pm

Approved by the Leadership & Management Committee

Date: _____

Signature (Chair): _____

Name: _____

(Note: the **CQ** abbreviation stands for – Challenging Question.)