

## The Federation of Abbey Schools Academy Trust

### Governing Body Minutes

**Date & Time:** 5.00pm on Tuesday 1<sup>st</sup> April 2014

**Present Governors:** Mrs D Leigh (Chair), Ms S Baker, Dr L Bryant, Mr J Deane, Canon J Dobson, Mrs M Chew, Mr G E Ford, Mr M Fryer, Miss A Gledhill, Councillor C Johnson, Mrs E McCue, Mrs E de la Motte, Dr J Rayner, Mr J Watson and Mr P M Willson.

**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><b>Apologies for Absence</b></p> <p>Apologies of absence were received and accepted from:-</p> <ul style="list-style-type: none"> <li>• Mrs G Patterson</li> </ul>	
2.	<p><b>Notification of Items of Other Business</b></p> <p>There were no items of Other Business to report.</p>	
3.	<p><b>Declaration of personal and pecuniary interests in any matters arising from the Agenda of the current meeting</b></p> <p>Mr M Fryer declared a non-pecuniary interest in relation to Item 9 on the Agenda as he was currently serving on Darlington Borough Council's Admission Appeals Panels (excluding any Appeal Panels involving the Federation of Abbey Schools Academy Trust). He remained in the meeting during discussions of the item.</p>	
4.	<p><b>Approval of Minutes</b></p> <p><b>Approval of Governing Body Minutes – Tuesday 4<sup>th</sup> February 2014.</b></p> <p><b>RESOLVED:</b></p> <p>That the Minutes of the meeting held on Tuesday 4<sup>th</sup> February 2014 be confirmed and signed as an accurate record by the Chair.</p>	

<p><b>5.</b></p>	<p><b>Matters Arising –</b></p> <p>It was noted that there were no matters arising.</p> <p><b>Reports of Committees:-</b></p> <p><b>Leadership &amp; Management Committee – 13<sup>th</sup> February 2014</b></p> <p>The Chair of the Leadership &amp; Management Committee (Canon J Dobson) reported on the issues considered and recommendations made by the Committee on the 13<sup>th</sup> February 2014. It was noted that in relation to Appendix A of the Minutes, Governors would be required to report back on the operational areas as identified in red text.</p> <p><b>RESOLVED:</b></p> <p>a) That the issues considered and recommendations made by the Leadership &amp; Management Committee held on the 13<sup>th</sup> February 2014 be noted.</p> <p>b) That the following Governors report back to the Leadership &amp; Management Committee on the operational matters listed below :-</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Policy</th> <th style="text-align: left;">Date Due for Next Review</th> <th style="text-align: left;">Governor</th> </tr> </thead> <tbody> <tr> <td>Health &amp; Safety</td> <td>Autumn Term 2014</td> <td>Mr M Fryer</td> </tr> <tr> <td>Central Record of recruitment and vetting checks</td> <td>Summer Term 2014</td> <td>Mrs D Leigh</td> </tr> <tr> <td>Minutes/papers from Governing Body and Committees</td> <td>Summer Term 2014</td> <td>Mrs D Leigh</td> </tr> <tr> <td>Premises Management Documents</td> <td>Autumn Term 2014</td> <td>Dr L Bryant</td> </tr> <tr> <td>Register of pupil admissions to school</td> <td>Autumn Term 2014</td> <td>Mrs E de la Motte</td> </tr> <tr> <td>Register of pupils attendance</td> <td>Autumn Term 2014</td> <td>Mr J Watson</td> </tr> </tbody> </table>	Policy	Date Due for Next Review	Governor	Health & Safety	Autumn Term 2014	Mr M Fryer	Central Record of recruitment and vetting checks	Summer Term 2014	Mrs D Leigh	Minutes/papers from Governing Body and Committees	Summer Term 2014	Mrs D Leigh	Premises Management Documents	Autumn Term 2014	Dr L Bryant	Register of pupil admissions to school	Autumn Term 2014	Mrs E de la Motte	Register of pupils attendance	Autumn Term 2014	Mr J Watson	<p><b>Governors</b></p>
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	<p><b>Teaching &amp; Learning Committee – 26<sup>th</sup> February 2014</b></p> <p>Mr M Fryer had chaired the meeting of the Teaching &amp; Learning Committee on the 26<sup>th</sup> February 2014 and therefore reported on issues considered and recommendations made by the Committee. It was noted that the ‘Target Tracker Primary’ software presentation had been very useful and provided an excellent summary of pupil progress and tracking.</p> <p><b>RESOLVED:</b></p> <p>That the issues considered and recommendations made by the Teaching &amp; Learning Committee held on the 26<sup>th</sup> February 2014 be noted.</p> <p><b>Finance Committee – additional meeting 27<sup>th</sup> February 2014 and meeting of the 6<sup>th</sup> March 2014.</b></p> <p>The Chair of the Finance Committee (Dr L Bryant) reported on the issues considered and recommendations made by the Committee at the additional meeting held on the 27<sup>th</sup> February 2014 and also the meeting held on the 6<sup>th</sup> March 2014.</p> <p>He referred to the additional meeting of the Finance Committee and advised that following a thorough review of the Service Level Agreement (SLA) for Building Cleaning it had been agreed that the service would now be provided in-house.</p> <p>It was further noted in relation to the Minute 6, of the Finance Committee of the 6<sup>th</sup> March 2014, that Clive Owen &amp; Co LLP Chartered Accountants had duly reviewed the regulations for claiming ‘Gift Aid’ and found that it was not applicable for the School to do so.</p> <p>With reference to Minute 16, of the Finance Committee of the 6<sup>th</sup> March 2014, and the issue of investments, further consideration was requested about the possibility of also investing within the Darlington Credit Union.</p> <p><b>RESOLVED:</b></p> <ul style="list-style-type: none"> <li>a) That the issues considered and recommendations made by the Finance Committee held on the 27<sup>th</sup> February 2014 and 6<sup>th</sup> March 2014 be noted.</li> <li>b) That the e-mail response received from Clive Owen &amp; Co LLP Chartered Accountants regarding ‘Gift Aid’ be circulated to all Governors.</li> <li>c) That further consideration be undertaken into investments being made with Darlington Credit Union.</li> </ul>	<p><i>Business Team/Head Teachers</i></p> <p><i>Business Team/Head Teachers</i></p>
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<b>6.</b>	<p><b>Chair's Report</b></p> <p>Further to Minute 4 b) (Governing Body Meeting of the 4<sup>th</sup> February 2014) the Chair of the Governing Body advised that the Formal Complaint had now been completed with all necessary actions due to be implemented.</p> <p><b>RESOLVED:</b></p> <p>That the report be noted.</p>	
<b>7.</b>	<p><b>Head Teacher's Report</b></p> <p>The Head Teacher's Report was presented by the Head Teacher (G.F). He advised that since the last report there had been no significant changes in staffing and that the Teacher on Maternity Leave had now returned.</p> <p>Further information was also updated with regard to visitors to the School including the Police Dogs 'Jett and Ben' who had been used to emphasise Safety/E-Safety for all children. With regard to Health &amp; Safety issues Simon Finch from the National Grid for Learning had worked with Year 4 students aiding them in devising safe passwords for electronic equipment.</p> <p>It was noted that pupils had done very well in recent sporting, musical and drama competitions. The Head Teacher's report also contained a special section setting out work undertaken with regards to Rights Respecting issues and this had been written by a Year 4 pupil who is a Rights Respecting Ambassador.</p> <p><b>RESOLVED:</b></p> <p>That the report be noted.</p>	
<b>8.</b>	<p><b>Young Carers</b></p> <p>Further to Minute 7 (Governing Body Meeting 4<sup>th</sup> February 2014) the Deputy Head (A.G) advised that a Charter had now been signed by the School to underline its commitment to working with Young Carers and a structure was now in place to help any young person requiring support in this area. This had also been highlighted in the 'Abbey Echo' to all parents.</p> <p><b>RESOLVED:</b></p> <p>That the report be noted.</p>	

<p><b>9.</b></p>	<p><b>Admissions Consultation</b></p> <p>Further to Minute 5 (Governing Body Meeting 4<sup>th</sup> February 2014) the Head Teacher (E.M) advised that the consultation period for the current Admissions Policy Review for 2015/16 had closed 6 weeks ago.</p> <p>All relevant stakeholders had been consulted on the proposed changes to include the associated area of Blackwell, Darlington for the purposes of allocation of pupil places within the process of co-ordinated admissions. In total 7 people had responded to the proposals. The responses received were circulated at the meeting and were given due and careful consideration. Following deliberation the proposals were upheld and it was agreed that the updated Admissions Policy from September 2015 would be published on the School's website.</p> <p><b>RESOLVED:</b></p> <p>That following due consultation the Federation of Abbey School's Academy Trusts' Admissions Criteria include the associated area of Blackwell, Darlington, for the purposes of allocation of pupil places within the process of co-ordinated admissions.</p> <p><i>(Mr M Fryer declared a non-pecuniary interest in the above item – Minute 2 Governing Body Meeting 1<sup>st</sup> April 2014 refers.)</i></p>	<p><i>Head Teachers</i></p>
<p><b>10.</b></p>	<p><b>Governors to Report Back on Curriculum Links and Specialist Areas</b></p> <p>Further to Minute 7 (Governing Body Meeting 3<sup>rd</sup> December 2013) and Minute 9 (Teaching &amp; Learning Committee 26<sup>th</sup> February 2014) it was agreed that any remaining Governor links to curricular and specialist areas be brought verbally or by written report to the next meeting of the Full Governing Body on Tuesday 20th May 2014.</p> <p><b>RESOLVED:</b></p> <p>That any remaining Governor links to curricular and specialist areas be brought verbally or by written report to the next meeting of the Full Governing Body on Tuesday 20th May 2014.</p>	<p><i>Governors</i></p>
<p><b>11.</b></p>	<p><b>Formal Complaints Procedure Update following the recent Complaints Review Panel</b></p> <p>Further to Minute 6 above the Head Teacher (E.M) circulated a proposed addition to the formal element of the Complaints Procedure, whereby an Appendices be added setting out a recommended format to be used when conducting a Formal Complaints Review Panel Meeting.</p>	

	<p><b>RESOLVED:</b></p> <p>That the recommended format to be used when conducting a Formal Complaints Review Panel Meeting, as circulated at the meeting, be approved and the School's Complaints Procedure be updated accordingly.</p> <p><b>12. Data Dashboard Key Stage 1 and 2</b></p> <p>Further to Minute 10 (Teaching &amp; Learning Committee 26<sup>th</sup> February 2014) the Head Teachers (G.F and E.M) advised that the Data Dashboard produced by Ofsted had just been published following verification. A copy of data for both Key Stages 1 and 2 was circulated at the meeting. It was noted that this data was retrospective and available for every school within the country.</p> <p><b>RESOLVED:</b></p> <p>That the report be noted.</p> <p><b>13. Guidance to Maternity Leave &amp; Pay (Schools)</b></p> <p>Further to Minute 5 c) (Leadership &amp; Management Committee 13<sup>th</sup> February 2014) it was advised that this policy had been referred for information to the Full Governing Body. Review of this policy and any updating was undertaken when required in line with the relevant Human Resources (HR) legislation and with Margaret Richardson from HR.</p> <p><b>RESOLVED:</b></p> <p>That the Policy be noted.</p> <p><b>14. Disciplinary Policy &amp; Procedure</b></p> <p>Further to Minute 5 c) (Leadership &amp; Management Committee 13<sup>th</sup> February 2014) it was advised that this policy had been referred for information to the Full Governing Body. Review of this policy and any updating was undertaken when required in line with the relevant Human Resources (HR) legislation and with Margaret Richardson from HR.</p> <p><b>RESOLVED:</b></p> <p>That the Policy be noted.</p> <p><b>15. Absence Management</b></p> <p>Further to Minute 5 c) (Leadership &amp; Management Committee 13<sup>th</sup> February 2014) it was advised that this policy had been referred for information to the Full Governing Body. Review of this policy</p>	<p><i>Head Teachers/Clerk</i></p>
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	<p>and any updating was undertaken when required in line with the relevant Human Resources (HR) legislation and with Margaret Richardson from HR.</p> <p><b>RESOLVED:</b></p> <p>That the Policy be noted.</p> <p><b>16. Agenda Items for the Next Meeting (Future Meetings)</b></p> <ul style="list-style-type: none"> <li>• Governors to report back on the remaining Curricular Links and Specialist Areas (Minute 10 refers).</li> <li>• Report back to a future meeting of the Governing Body after the end of the Academic Year 2013/14 on the effectiveness of small class sizes in Years 3 &amp; 4.</li> </ul> <p><b>17. 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 with the exception of the following specific documents, as by reason of their nature in accordance with Article 125 (c), they contained personal data and opinion :-</p> <ul style="list-style-type: none"> <li>• Responses received and circulated at the meeting regarding the Admissions Consultation (Minute 9 above refers).</li> </ul> <p><b>18. Date &amp; Time of Next Meeting</b></p> <p><b>RESOLVED:</b></p> <p>That the next meeting of the Governing Body be held on Tuesday 20<sup>th</sup> May 2014 at 5.00pm</p> <p><b>19. Resignation of Director</b></p> <p>The Chair reported that Canon John Dobson was resigning in writing as a Director and a Member of the Company with effect from 1<sup>st</sup> April 2014 as he had been promoted to the new Dean of Ripon. After due and careful consideration Canon Dobson's resignation as a Director and a Member, which included an acknowledgement that he had no claim of any kind outstanding for compensation or otherwise against the Company, was accepted.</p>	<p><i>Clerk</i></p> <p><i>Clerk</i></p> <p><i>Clerk</i></p>
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	<p>The Chair expressed her deep gratitude for all the hard work undertaken by Canon Dobson for the School and that it had been a privilege to work with him. Canon Dobson responded with thanks and advised that throughout his 22 year involvement the School had continued to grow from strength to strength.</p> <p><b>RESOLVED:</b></p> <ul style="list-style-type: none"><li>a) That Canon John Dobson be thanked for all his hard work undertaken in the School and the Governing Body wished him all the best wishes in his new role as Dean of Ripon.</li><li>b) That all necessary forms and documents be prepared and filed with the Registrar of Companies and that all necessary entries be made in the Company's statutory books to reflect the business transacted at the meeting.</li></ul> <p><b>The Meeting concluded at 6.10pm</b></p> <p>Approved by the Governing Body</p> <p>Date: _____</p> <p>Signature (Chair): _____</p> <p>Name: _____</p>	<p><i>Clerk/Oakwood</i></p>
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