

The Federation of Abbey Schools Academy Trust
Leadership & Management Committee

Minutes

Date & Time: 5.00pm on Wednesday 20th May 2015

Present Governors: Mr M Fryer (Chair), Mrs E de la Motte, Mr G E Ford, and Mrs E McCue.

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"> • Councillor C Johnson • Mrs D Leigh • Mr J Watson 	
2.	<p>Notification of Items of Other Business</p> <p>There were no items of Other Business to report.</p>	
3.	<p>Declaration of personal and pecuniary interests in any matters arising from the Agenda of the current meeting</p> <p>There were no declarations of personal or pecuniary interests in any matters arising from the Agenda of the current meeting.</p>	
4.	<p>Approval of Minutes</p> <p>a) Approval of Minutes – Wednesday 11th February 2015.</p> <p>RESOLVED:</p> <p>That the Minutes of the meeting of the Committee held on Wednesday 11th February 2015 be confirmed and signed as an accurate record by the Chair.</p>	

	<p>b) Matters Arising –</p> <p>Mrs E de la Motte updated the Committee in relation to Minute 7 by advising that a first meeting of the Risk Register Working Party had been held in May, with another scheduled for after the half term. The Working Party was primarily looking at the Risk Register afresh taking into account not only the risks faced by the Academy but also measures in place to reduce these risks.</p> <p>The Head Teacher (E.M) advised that the Climbing Wall at the Infants’ would shortly have a underplay rubber surface below it to allow better wear of the grass.</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>STANDING ITEMS OF THE COMMITTEE: SUMMER TERM (Items 5 – 7)</p> </div> <p>5. School Improvement Plan (SIP) – Monitoring self-review mechanisms</p> <p>The Head Teacher (E.M) provided a verbal update with regard to the School Improvement Plan (SIP). She advised that a staff twilight training session was due to be held on the 4th June 2015 at which the focus would be on writing within the school. The Abbey Curriculum was proceeding well and work had been completed looking at ‘topics’, with a plan drawn up for how the ‘topics’ would be approached next year.</p> <p>Work was continuing on improving the progress of lower attaining pupils. A review was been undertaken looking at TAs (Teaching Assistants) and their specialisms and how they could be most effectively implemented within the School.</p> <p>With regards to English, the Head Teacher (E.M) advised that there was a ‘Global Languages Day’ due to be held on the 18th June 2015. A ‘Mental Maths Day’ was also due to be held on the 12th June 2015 to which parents were invited and Governors. The P.E (Physical Education) Strategy Group was due to meet in June and would be looking at the impact of money spent from the sports funding allocation.</p> <p>The Key Stage 1 Moderation had been held today, 20th May 2015, and the Head Teacher (E.M) was pleased to report that the levelling was found to be correct and accurate. The assessment for the RRSA (Rights Respecting School Award) Level 2 was due to be held on the 8th June 2015.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	
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<p>6.</p>	<p>Aims</p> <p>Further to Minute 6 (Leadership & Management Committee 5th June 2014) the Head Teacher (E.M) verbally reported and circulated a sheet containing the current Aims of the School.</p> <p>RESOLVED:</p> <p>That the Aims of the School be approved and noted.</p>	
<p>7.</p>	<p>Training Feedback</p> <p>A copy of Darlington Borough Council's School Governance list of training undertaken by Governors was attached to the Agenda and noted. In addition Governor Mike Fryer reported that he had attended Safeguarding levels 1 and 2 training sessions organised by All Saints Church, Blackwell. He also advised that he completed the latest SEN (Special Education Needs) training and had noted that the School was ahead in complying with the new SEN legislation.</p> <p>It was also noted that the School had a SLA (Service Level Agreement) with Darlington Borough Council for Governor Training and there was an expectation that each Governor could attend at least one training session per Academic Year. It was suggested by the Committee that the list of Governor Training provided by Darlington Borough Council, for the Academic Year, be brought to the first meeting of the Governing Body in the Autumn Term.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> a) That the report be noted. b) That the list of Governor Training provided by Darlington Borough Council, for the Academic Year, be brought to the first meeting of the Governing Body in the Autumn Term. 	<p>Clerk</p>
<p>8.</p>	<p>Proposed School Term Dates</p> <p>Consideration was given to a report from Chris Bracken, School Place Planning Manager Darlington Borough Council, with regards to proposed draft school term dates for the 2016/17 Academic Year.</p> <p>RESOLVED:</p> <p>That the proposed school term dates for the 2016/17 Academic Year be approved subject to Abbey Schools' inclusion of Professional Development (PD) teacher training days.</p>	

<p>9.</p>	<p>Policies/Procedures for Review</p> <p>Central Record of Recruitment & Vetting</p> <p>It was noted that the above Governor review would be taken back to the next meeting of the Governing Body scheduled for the 30th June 2015.</p> <p>Minutes/Papers from Governing Body & Committees</p> <p>It was noted that the above Governor review would be taken back to the next meeting of the Governing Body scheduled for the 30th June 2015.</p> <p>Parent/Volunteer in School Policy</p> <p>A copy of the School's Parent/Volunteer Policy was appended to the Agenda for consideration, which included a protocol for volunteer helpers in the School.</p> <p>RESOLVED:</p> <p>That the Parent /Volunteer Policy be approved.</p> <p>Teacher Appraisal</p> <p>The Head Teacher (E.M) reported that there were no amendments to the Teacher Appraisal Policy at the present time. However should any amendments be required before the end of the 2014/15 Academic year then they would be reported back to Governors for approval.</p> <p>RESOLVED:</p> <p>That it be noted that there were no changes to the policy at the current time, however should any amendments be required before the end of the 2014/15 Academic year then they would be reported back to Governors for approval.</p> <p>Teacher Pay Policy</p> <p>The Head Teacher (E.M) reported that there were no amendments to the Teacher Pay Policy at the present time. However should any amendments be required before the end of the 2014/15 Academic year then they would be reported back to Governors for approval. It was noted that the School would continue to comply with the School Teachers Pay & Conditions 2014 at this current time until new information/legislation became available.</p> <p>RESOLVED:</p> <p>That it be noted that there were no changes to the policy at the current time, however should any amendments be required before the end of the 2014/15 Academic year then they would be reported back to Governors for approval.</p>	<p>Governor/ Clerk</p> <p>Governor/ Clerk</p> <p>Head Teachers</p> <p>Head Teachers</p> <p>Head Teachers</p>
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	<p>School Information Published on Website</p> <p>Further to Minute 10 (5th June 2014 Leadership & Management Committee) the Head Teacher (E.M) verbally reported that a review had been undertaken by an external company to ensure the School was fully compliant with information that was legally required to be published on the School's Website. The areas identified had been added and the School was now fully compliant. The web-site would be continually reviewed on how it may be updated and Governors were encouraged to also look at the web-site to identify any possible improvements.</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <p>10. Agenda Items for the Next Meeting</p> <p>The following Standing Items:-</p> <ul style="list-style-type: none"> • Training Feedback. • School Improvement Plan (SIP) – Monitoring • Performance Management • Policy Review Table • Decision Planner <p>Policies for Review :-</p> <ul style="list-style-type: none"> • Data Protection. • Admission Arrangements (For September 2017). • Premises Management Documents (Governor to report back). • Register of Pupil Admissions to School (Governor to report back). • Register of Pupils' Attendance (Governor to report back). • Child Protection Policy & Procedures. • Safeguarding Document. • Statement of Procedures for Dealing with Allegations of Abuse Against Staff. <p>11. 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><i>Clerk</i></p>
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<p>12.</p>	<p>Date & Time of Next Meeting</p> <p>Further to Minute 9 (12th May 2015 Governing Body) consideration was given to the preferred day for the Leadership & Management Committee to be held. It was agreed that Wednesdays were still the preferred day and that the dates for the next Academic Year would be drawn up upon this basis.</p> <p>RESOLVED:</p> <p>That the Leadership & Management Committee continue to be held on Wednesdays and that the dates for the next Academic year be drawn up upon this basis and be taken to the next meeting of the Governing Body on the 30th June 2015 for approval.</p> <p>The Meeting concluded at 5.55 pm</p> <p>Approved by the Leadership & Management Committee</p> <p>Date: _____</p> <p>Signature (Chair): _____</p> <p>Name: _____</p>	<p><i>clerk</i></p>
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