

The Federation of Abbey Schools Academy Trust

Governing Body Minutes

Date & Time: 5.00pm on Monday 5th December 2016

Present Governors: Mrs D Leigh (Chair) Dr L Bryant, Mr J Deane, Mrs E de la Motte, Miss A Gledhill, Mrs E McCue and Mr P M Willson.

Also in Attendance: Mrs R Kershaw, Mr N Little and Mrs C Stow Smith and 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 P Bibby • Mr M J Fryer • Councillor C Johnson • Mr J Watson 	
2.	<p>Welcome</p> <p>Mrs R Kershaw, Mr N Little and Mrs C Stow Smith were in attendance at the meeting. They were welcomed by the Chair and introductions were made to the Board.</p>	
3.	<p>Notification of Items of Other Business</p> <p>There were no items of Other Business to report.</p>	
4.	<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>5.</p>	<p>Approval of Minutes</p> <p>a) Approval of Minutes – Monday 12th September and Monday 7th November 2016.</p> <p>RESOLVED:</p> <p>That the Minutes of the meetings of the committees held on Monday 12th September 2016 and Monday 7th November 2016 be confirmed and signed as an accurate record by the Chair.</p> <p>b) Matters Arising –</p> <p>It was noted that in relation to Minute 8 c.) (Governing Body 12th September 2016) the Head Teacher reported that Clive Owen Accountants & Co LLP had been contacted and they would provide advice on future budget modelling and assist the Academy in identifying future savings. An informal meeting would be arranged with Governors in the Spring Term to discuss resulting findings and reported back to the Board.</p> <p>In relation to Minute 15 it was noted that a response was required to the parents and progress with regard to this matter would be reported back to the Governing Body.</p>	<p><i>Head Teacher</i></p> <p><i>Chair</i></p>
<p>6.</p>	<p>Reports of Committees:-</p> <p>Leadership & Management Committee - Wednesday 19th October 2016</p> <p>In the absence of the Chair of the Leadership & Management Committee, the Vice Chair of the Committee (Mrs E de la Motte), reported on the issues considered and recommendations made by the Committee on Wednesday 19th October 2016.</p> <p>RESOLVED:</p> <p>That the issues considered and recommendations made by the Leadership & Management Committee held on the 19th October 2016 be noted.</p> <p>Finance Committee:</p> <p>Pay Review Sub-Committee Minutes - Monday 10th October 2016</p> <p>The Chair of the Finance Committee (Dr L Bryant) reported on the Pay Review Sub-Committee held on Monday 10th October 2016. He advised that all Teachers had now received a performance management review and that, as their objectives had been met,</p>	

<p>any relevant incremental pay point increases had been considered and approved at the Pay Review Sub-Committee held on the 10th October 2016. The Head Teachers' Performance Management Review had also been undertaken by Governors on the 10th October 2016 and with all objectives successfully achieved. The Pay Policy and Staff Appraisal policy had also been approved by the Pay Review Sub-Committee.</p> <p>RESOLVED:</p> <p>That the issues considered and recommendations made by the Pay Review Sub Committee held on the 10th October 2016 be noted.</p> <p>Finance Committee – Monday 7th November 2016</p> <p>The Chair of the Finance Committee (Dr L Bryant) reported on the issues considered and recommendations made by the Finance Committee held on the 7th November 2016.</p> <p>The Head Teachers updated the Governing Body in relation to Minute 11 and advised that the Human Resources Service Level Agreement provided by Darlington Borough Council would no longer be continuing after the 31st March 2017 due to retirement. Other Human Resources advice provision would therefore have to be sought.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> a) That the issues considered and recommendations made by the Finance Committee on the 7th November 2016 be noted. b) That other Human Resources provision be sought and progress be reported back to the Directors. <p>Teaching & Learning Committee – 22nd November 2016.</p> <p>The Chair of the Teaching & Learning Committee (Mrs E de la Motte) reported on the issues considered and recommendations made by the Teaching and Learning Committee held on the 22nd November 2016.</p> <p>The Teaching and Learning Committee had considered the School's RAISEonline data. It was noted that the School had used an assessment tool called 'Daisi' which had helped effectively analyse RAISEonline results for strengths and weaknesses. It also helped identify the next steps for driving the 2016/17 School Improvement Plan. The same information was also appended to the Head Teacher's report for all Directors to consider (Minute 8 below refers.)</p> <p>It was also noted that the current Governor links to curricular/specialist areas would require updating by the</p>	<p>Head Teacher</p>
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	<p>Governing Body due to changes in Governors and new appointments.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> a) That the issues considered and recommendations made by the Teaching and Learning Committee held on the 22nd November 2016 be noted. b) That one deadline date be set for the submission by Governors of their observations as the 20th June 2017 meeting of the Teaching & Learning Committee (with reports due by 9th June 2017 to send out with the Agenda papers.) c) That the current Governor links to curricular/specialist areas be updated by the Governing Body to include the filing of the vacancies for ‘Understanding Physical Development and Wellbeing’ and the specialist area of ‘Gifted and talented <p>7. Chair’s Report</p> <p>The Chair verbally advised that she had sent a letter to Rev Lynda Gough on behalf of the Governing Body, thanking her for all her hard work she had undertaken within the School and with the Governing Body.</p> <p>The Chair also verbally reported on an application and supporting documentation, for Deferred entry which had been received from parents wishing to defer their son’s entry to the Academy until September 2018. These papers were confidential and did not form part of the Agenda and were not circulated to the meeting.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> a) That the Chair’s report be noted. b) That the application for deferred entry to the School in September 2018 be approved and that the Parents and Admissions Authority be advised accordingly. <p>8. Head Teachers’ Report</p> <p>The Head Teacher referred to her report and updated the Board on staffing and current issues/events within the School.</p> <p>Further to Minute 6 above, appended to the report was RAISEonline data which had been reported using the assessment tool called ‘Daisi’ which had helped effectively analyse RAISEonline results for strengths and weaknesses. She advised that outcomes in Key Stage 1 had been good. Attainment in</p>	<p><i>Governors/ Clerk</i></p> <p><i>Governors/ Clerk</i></p> <p><i>Head Teacher/ Clerk</i></p>
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	<p>Phonics was above the National Average. Reading, Writing, Maths and Science outcomes were good. It was noted that the expected standard had been achieved in Key Stage 1 writing by 88% of pupils and at 'greater depth' by 25%.</p> <p>The Head Teacher also advised that in Key Stage 2 67% of the pupils had achieved the expected standard in reading, writing and maths, which was above the floor target of 65%.</p> <p>With regard to progress from Key Stage 1 to 2 it was noted that work was being concentrated on writing and especially the middle band of learner. Reading would also be focused upon. Targets to improve these areas had been identified in the 2016/17 School Improvement Plan.</p> <p>In Key Stage 2 it was also noted that pupil premium children(disadvantaged) had a low progress score in 'closing the gap', especially in writing. Measures are being put in place, including layered targets, to meet the needs of these children in a variety of ways. Information regarding how Pupil Premium money is used is published on the School Web-Site.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	
9.	<p>Health & Safety Accident Statistics</p> <p>Further to Minute 10 (Full Governing Body 5th July 2016) the Head Teacher reported on the Health & Safety accident statistics report. It was noted that there were no trends of concern within the report.</p> <p>RESOLVED:</p> <p>That the Health & Safety accident statistics be noted.</p>	
10.	<p>Annual Review of Decision Planner by Governing Body</p> <p>Further to Minute 10 (Leadership and Management Committee 19th October 2016) the Governing Body were advised that the Leadership and Management Committee had reviewed the Decision Planner to ascertain whether any updates or amendments were required and it had been agreed that none were required at the present time. The Governing Body concurred that no changes were necessary.</p> <p>RESOLVED:</p> <p>That the current Decision Planner be approved by the Governing Body and reviewed again at the beginning of the next Academic Year.</p>	

11.	<p>Football Pitches</p> <p>The Head Teacher verbally reported that the School's football fields were currently in a poor condition and that work would have to be undertaken to help improve the condition. Less use would therefore have to be undertaken and it was agreed by the Board that there should be no weekend use of the pitches to help reduce the current wear and tear.</p> <p>RESOLVED:</p> <p>That a letter on behalf of the Academy Trust be written to those using the pitches at the weekend advising of the current situation.</p>	<i>Governors</i>
12.	<p>Policies for Review</p> <p>Admission Arrangements (September 2018) – Leadership & Management to guide and report to Full Governing Body.</p> <p>Further to Minute 14 (Leadership & Management Committee 19th October 2016) it was noted that there were no new changes to the admission arrangements.</p> <p>RESOLVED:</p> <p>That the admission arrangements for 2018 be approved as set out in the admissions document appended to the Agenda.</p>	<i>Head Teacher/ Admissions</i>
13.	<p>Complaints Procedure Statement</p> <p>Further to Minute 14 (Leadership & Management Committee 19th October 2016) the current Complaints Procedure was considered by the Board.</p> <p>RESOLVED:</p> <p>That the Complaints Procedure statement/procedure be approved.</p>	<i>Head Teacher</i>
14.	<p>Agenda Items for future Meetings of the Governing Body</p> <ul style="list-style-type: none"> • The Federation of Abbey School's Governor Code of Conduct. • Membership of Committees and Governor links to curricular/specialist areas 	<i>Clerk</i>

<p>15.</p>	<p><i>(Note: Miss A.Gledhill and Mrs R. Kershaw left the meeting at approximately 6.20 pm,)</i></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 with the exception of:</p> <ul style="list-style-type: none"> a) Papers in relation to the deferred entry application (Minute 7 above refers) in accordance with Article 125 (b) as they contain a named candidate for admission and under Article 125 (c) due to the confidential medical/personal information also contained within the documentation. b) The RAISEonline 'Dasi' report contained within the Head Teacher's report (Minute 8 above) in accordance with Article 125 (c) as it contained school data not available to public inspection. 	<p><i>Clerk</i></p>
<p>16.</p>	<p>Date & Time of Next Meeting</p> <p>RESOLVED:</p> <p>That the next meeting of the Committee be held on Monday 30th January 2017.</p> <p>The Meeting concluded at 6.25 pm</p> <p>Approved by the Governing Body</p> <p>Date: _____</p> <p>Signature (Chair): _____</p> <p>Name: _____</p>	<p><i>Clerk</i></p>