

The Federation of Abbey Schools Academy Trust
Leadership & Management Committee

Minutes

Date & Time: 5.00 pm on Wednesday 8th February 2017

Present Governors: Mrs E de la Motte, Mr M J Fryer (Chair), Mrs R Kershaw, Mrs E McCue and Councillor C Johnson.

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>Welcome</p> <p>Mrs R Kershaw was welcomed to the meeting as a new member of the Leadership & Management Committee.</p>	
2.	<p>Apologies for Absence</p> <p>Apologies of absence were received and accepted from:-</p> <ul style="list-style-type: none">• Mrs D Leigh• Mr J Watson	
3.	<p>Notification of Items of Other Business</p> <p>The Clerk advised that there were two items of other Business and it was agreed that these be dealt with later in the Agenda (Minute 9 below refers).</p>	

<p>4.</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>5.</p>	<p>Approval of Minutes</p> <p>a) Approval of Minutes – Wednesday 19th October 2016.</p> <p>RESOLVED:</p> <p>That the Minutes of the meeting of the Committee held on Wednesday 19th October 2016 be confirmed and signed as an accurate record by the Chair.</p> <p>b) Matters Arising –</p> <p>There were no matters arising.</p>	
<p>STANDING ITEMS OF THE COMMITTEE: SPRING TERM (Items 5 – 6)</p>		
<p>6.</p>	<p>School Improvement Plan – Monitoring Self Review Mechanisms</p> <p>The 2016/17 School Improvement Plan (SIP) was appended to the Agenda and the Head Teacher circulated an updated copy of the plan which contained a section referring to progress of disadvantaged pupils/SEN/EAL. This was already implicit in the SIP but it was agreed needed to be pulled out as a separate heading. RAISEonline evidence had shown that disadvantaged children had not done so well as their peers, particularly in writing. Progress of this group was therefore being monitored by the Senior Leadership Team and action put in place by the Teachers to ensure the progress was maintained.</p> <p>The Head Teacher reported that work was ongoing with improving writing within the school and was built into the performance management of staff. At the staff Professional Development Day on the 27th February 2017, focus was due to be given by the English Team to writing expectations at each year end, working towards expected standard and greater depth. Another hand writing book scrutiny was due to be held later in the Spring Term</p>	

	<p>with Governor Mrs Emma de la Motte also viewing the books. The Reading Audit had now been completed with new books purchased and banded so that vocabulary and content can be matched to ability. With regards to maths the Head Teacher advised that sheets containing ‘maths facts’, which children would be required to know by the end of each half term, would be circulated shortly as homework as well as in school.</p> <p>A Science book scrutiny was due to be held on the 15th March 2017, again like the handwriting book scrutiny would have Governor involvement with Dr L Bryant. Development of Science curriculum support/materials was ongoing.</p> <p>RESOLVED:</p> <p>That progress obtained in the in the 2016/17 SIP be noted.</p> <p>7. 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. Governor Mr M Fryer advised that he had attended a SEN and Safeguarding Level 1 training course. In addition Governors M Fryer and Mrs R Kershaw had also attended a RAISEonline training session.</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <p>8. Risk Register</p> <p>Further to Minute 12 (Leadership & Management Committee 19th October 2016) consideration was given to the following delegated risks:</p> <p>Human Resources Policy Equality and Diversity</p> <p>and whether the magnitude of impact and likelihood of occurrence was still appropriate. It was suggested that an impact matrix could be developed with arrows indicating whether the risk was going up or down on the register and it was agreed this could be looked at being incorporated.</p> <p>RESOLVED:</p> <p><u>Human Resources</u></p> <p>That the figures remain the same and no change be made.</p>	<p><i>Governor C Johnson</i></p>
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	<p><u>Policy:</u></p> <p><u>Failure to regularly review and up-date policies</u></p> <p>That the figures remain the same but reference be made to the policy table being published on the School web-site in the evidence and management control columns of this risk.</p> <p><u>Failure to follow agreed policies in all aspects of School activity</u></p> <p>That the figures remain the same but investigations be made for the next meeting of the Leadership Committee whether this risk was in the appropriate area of the risk register.</p> <p><u>Equality and Diversity</u></p> <p>That the figures remain the same and no change be made.</p> <p><u>Policies/procedures for review:</u></p> <p>Premises Management Documents (Governor to report back.)</p> <p>Further to Minute 14 (Leadership & Management Committee 19th October 2016) the Clerk advised that this review report had been deferred from the last meeting of the Committee and it was agreed by the Committee that these documents would now be looked at by Governor Mrs R Kershaw.</p> <p>RESOLVED:</p> <p>That this Governor Review be undertaken By Mrs R Kershaw.</p> <p><i>(Note: Subsequent to this meeting Mrs R Kershaw undertook the review and her findings are appended to these minutes at Appendix A.)</i></p> <p>Register of Pupil's Admissions to School (Governor to report back.)</p> <p>Further to Minute 14 (Leadership & Management Committee 19th October 2016) Governor Mrs E de la Motte advised that she had been into the Business Team to speak Miss Claire Gibson with regards to Pupil's Admissions into School. She discussed Admissions and it was agreed that she would return in the Summer Term to look in more detail at the admissions processes for September 2018 as this was a key time in this area.</p>	<p><i>Head Teacher</i></p> <p><i>Governor Mrs E de la Motte</i></p>
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<p>RESOLVED:</p> <p>That Governor Mrs E de la Motte review the admissions process in the Summer Term as this would be the point at which admissions for 2018 would be processed.</p> <p>Register of Pupil's Attendance (Governor to report back.)</p> <p>Further to Minute 14 (Leadership & Management Committee 19th October 2016) the Clerk advised that this review report had been deferred from the last meeting of the Committee and it was agreed by the Committee that these documents would now be looked at by Governor Mrs R Kershaw.</p> <p>RESOLVED:</p> <p>That this Governor Review be undertaken By Mrs R Kershaw.</p> <p><i>(Note: Subsequent to this meeting Mrs R Kershaw undertook the review and her findings are appended to these minutes at Appendix B.)</i></p> <p>Promotion of Good Behaviour/No to Bullying Policies</p> <p>Consideration was given to the Promotion of Good Behaviour/No to Bullying Policies. The No to Bullying Policy was circulated at the meeting.</p> <p>RESOLVED:</p> <p>That the Promotion of Good Behaviour/No to Bullying Policies be approved.</p> <p>Health & Safety Policy</p> <p>Consideration was given to the Health & Safety Policy by the Committee.</p> <p>RESOLVED:</p> <p>That the Health & Safety Policy be approved.</p> <p>Sex & Relationship Education Policy</p> <p>Consideration was given to the Sex & Relationship Education Policy by the Committee.</p> <p>RESOLVED:</p> <p>That the Sex & Relationship Policy be approved.</p>	<p>Governor Mrs E de la Motte</p>
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<p>Attendance & Collection of Children Policies</p> <p>The Head Teacher advised that these were two new policies. Consideration was given by the Committee to the Attendance and Collection of Children Policies.</p> <p>RESOLVED:</p> <p>That the Attendance and Collection of Children Policies be approved.</p> <p>CPD Policy</p> <p>Consideration was given to the Continued Professional Development Policy (CPD) by the Committee.</p> <p>RESOLVED:</p> <p>That the CPD Policy be approved.</p> <p>Disciplinary Policy</p> <p>The Head Teacher advised this was a Human Resources policy and had been consulted upon with the Unions. Consideration was given to the Disciplinary Policy by the Committee.</p> <p>RESOLVED:</p> <p>That the Disciplinary Policy be approved.</p> <p>Capability Policy</p> <p>The Head Teacher advised that this was a Human Resources policy and that had been consulted upon with the Unions. Consideration was given to the Capability Policy by the Committee.</p> <p>RESOLVED:</p> <p>That the Capability Policy be approved.</p> <p>Maternity Leave Policy</p> <p>The Head Teacher advised that this was a Human Resources policy that had been consulted upon with the Unions. Consideration was given to the Maternity Leave Policy by the Committee.</p> <p>RESOLVED:</p> <p>That the Maternity Leave Policy be approved.</p>	
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9.	<p>Sickness Absence Management Policy</p> <p>The Head Teacher advised that this was a Human Resources policy that had been consulted upon with the Unions. Consideration was given by the Committee to the Sickness Absence Management Policy.</p> <p>RESOLVED:</p> <p>That the Sickness Absence Management Policy be approved.</p> <p>Accessibility Plan</p> <p>Consideration was given to the Accessibility Plan by the Committee.</p> <p>RESOLVED:</p> <p>That the Accessibility Plan be approved subject to a link being made on the web-site to the SEND (Special Educational Needs) Offer.</p> <p>Food Policy</p> <p>Consideration was given to the Food Policy by the Committee.</p> <p>RESOLVED:</p> <p>That the Food Policy be approved.</p> <p>Keeping Children Safe in Education – Safeguarding Information</p> <p>The Head Teacher advised that this was an important document which was for the Committee’s information and to note.</p> <p>RESOLVED:</p> <p>That the Keeping Children Safe in Education - Safeguarding Information be noted.</p> <p>Notification of Items of Other Business:</p> <p>Admissions Policy</p> <p>Further to Minute 10 (Governing Body 30th January 2017) further consideration was given, by the Leadership & Management Committee, to the School’s Deferred Entry policy which was contained within the Admissions Policy to provide greater clarification for those applying.</p>	
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<p>10.</p>	<p>RESOLVED:</p> <p>That no material change be made to the Admissions Policy but greater clarification be added in relation to any supporting information or evidence parent/carers may wish to be considered, including the written statements of any relevant professionals.</p> <p>Admissions – Deferred Entry</p> <p>The Clerk reported that an application for Deferred Entry to September 2018 had been received and the application was duly circulated to the Board for consideration. The papers were collected back in at the end of the meeting due to their confidential nature.</p> <p>RESOLVED:</p> <p>That the applications for deferred entry to the School in September 2018 be refused and that the Parents and Admissions Authority be advised accordingly, setting out reasons for refusal.</p>	<p><i>Head Teacher</i></p>
	<p>Agenda Items for the Next Meeting:-</p> <ul style="list-style-type: none"> • Failure to follow agreed policies in all aspects of School activity – (Governor Mrs E de la Motte to look at appropriate place on the Risk Register to move this policy.) • Register of Pupil Attendance (Governor Mrs E de la Motte to report back.) <p>Plus the following Standing Items:-</p> <ul style="list-style-type: none"> • Risk Register • Risk register delegated risks - Governance • Risk Register delegated risks - Data Protection • Aims • School Improvement Plan –monitoring self-review mechanisms • Training Feedback <p>Policies for Review</p> <ul style="list-style-type: none"> • Administration of Medicine Policy • Appraisal Policy • Equality, Diversion and Cohesion Policy • Exclusion Policy • Leave of Absence Policy • Pay Policy • School Information Published on Web-site • Central record of recruitment and vetting checks – Governor to report back • Minutes/papers from Governing Body and Committees – 	<p><i>Governor/ Clerk</i></p> <p><i>Governor/ Clerk</i></p>

	<p style="text-align: center;">Governor to report back.</p> <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 with the exception of papers in relation to the deferred entry application (Minute 9 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 personal information also contained within the documents.</p> <p>12. Date & Time of Next Meeting</p> <p>RESOLVED:</p> <p>That the next meeting of the Committee be held on Wednesday 14th June 2017 at 5.00 pm.</p> <p>The Meeting concluded at 6.50 pm</p> <p>Approved by the Leadership & Management Committee</p> <p>Date: _____</p> <p>Signature (Chair): _____</p> <p>Name: _____</p>	<p style="text-align: center;"><i>Clerk</i></p> <p style="text-align: center;"><i>Clerk</i></p>
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Appendix A

Premises Management Documents – Governor Report

I met with Mrs Blewitt on Thursday 16th February 2017. Mrs Blewitt was very well informed and provided a good level of detail regarding the schools' procedures for maintaining the premises management documents. Our discussion focussed on the key EFA guidance document and during our visit I referred to:

Essential school maintenance - A guide for schools (January 2016)

Mrs Blewitt showed me the premises management files. There are separate files for the Infant and Junior school and files for combined information that relates to the whole Academy, kept in the Infant School as this is the registered address for the Trust.

Mrs Blewitt provided me with an overview of the maintenance information held in the files and we discussed arrangements for a range of maintenance checks including: asbestos management; statutory checks and inspections; grounds maintenance; site security and fencing; tree survey's; and play equipment checks. Mrs Blewitt provided me with the details of how these (and other maintenance checks) were undertaken and monitored. She showed me a maintenance planner that she uses to monitor when checks are undertaken and due for inspection. All information appeared accurate and in good order.

I understand that the Trust buy into an SLA from the Health and Safety team at the LA that provides an annual inspection, access to accident and incident reporting processes and general information and advice. Mrs Blewitt feels that a good service is provided and that effective use has been made of the advice available.

Mrs Blewitt explained that all staff in the Academy understand their responsibility for health and safety and maintenance of the site/premises. Staff will report any concerns and caretakers review the maintenance of all areas of the site during their daily work. The Governor with responsibility for H&S undertakes walks of the grounds which include review the maintenance of the main site areas.

When I enquired about the overarching asset management plan for the Trust, Mrs Blewitt explained that the maintenance information she collates is provided to SLT who develop the overarching asset management plan for the Trust.

In conclusion, I found the school's procedures to be in line with DfE guidance. Staff are well informed and have satisfactory processes in place to ensure good premises management.

Rachel Kershaw
16th February 2017

Appendix B

Register of Pupil's Attendance – Governor Report

I met with Miss C Gibson on Monday 13th February 2017. Miss Gibson was very well informed and provided a good level of detail regarding the schools' procedures for maintaining the school register of pupil's attendance and admission register. Our discussion focussed on the key DfE guidance documents and during our visit I referred to:

Keeping children safe in education – September 2016

School attendance – November 2016

Children missing education – September 2016

The attendance policy is available on the school web-site. This promotes good attendance and aims to reduce absences.

A morning and afternoon register is taken in each classroom. The morning registers are taken to the office at 9:05am. Admin staff check the registers and make a first day call to parents if the reason for absence has not already been notified to the school. A note is made on SIMS following each call.

Each week the full attendance registers are reviewed for triggers or consistent absences. The registers are also reviewed to ensure the consistent and accurate use of absence and attendance codes.

Procedures have been improved to monitor attendance more closely. Each week, any children who drop below 90% are identified and their parents are sent a letter reminding them about good attendance (a separate letter is sent to children who are in Reception and below statutory school age). Attendance data and specific cases are reviewed with SLT each month at an Attendance Panel meeting, further action is decided at this meeting.

The school have very few children with low attendance or persistent non-attendance, however, staff are aware of the procedures for reporting a Child Missing Education (CME). The LA has provided forms and procedures for notification of a continuous period of absence, these procedures state 5 days but the school have been known to raise concerns after 3 days. The LA no longer provide EWO support or undertake routine checks on attendance. All school staff have undertaken Safeguarding training and are vigilant for concerns around CME. The school has also recently purchased the CPoms safeguarding and child protection data software.

The school are aware of their requirement for keeping the admission register up to date, liaising closely with the Admissions Team in the LA for new pupil information and informing them of pupils leaving, moving house or selecting to become home educated. The LA have recently tightened up the information required for highlighting 'leavers' in line with the duties and responsibilities for CME. The school are well informed regarding these procedures.

To ensure the admissions register is kept up to date the school issue a data collection sheet to all families at the beginning of each academic year, changes notified to the school during the year are updated on an ad-hoc basis.

Staff keep the SIMS system up to date at all times and use the school2school system to transfer pupil information to another school when a child moves and also use a Common Transfer File to send information to the new school.

SPRING TERM

When setting school term dates and holidays the Governing Body follow the recommendations made by the LA as these have been consulted with local schools and neighbouring LA's. The Governing Body set their own PD dates.

In conclusion, I found the school's procedures to be in line with DfE guidance. Staff are well informed, have robust processes in place but are always considering new ways to make improvements.

Rachel Kershaw
13th February 2017