

## The Federation of Abbey Schools Academy Trust

### Governing Body Minutes

**Date & Time:** 5.00pm on Tuesday 1<sup>st</sup> December 2015

**Present Governors:** Dr L Bryant, Mr J Deane, Mrs E de la Motte, Mr M J Fryer, Mr G Ford, Mrs D Leigh, Mrs E McCue, Miss A Noel and Mr P M Willson.

**Also in Attendance:** Mr P Bibby, Rev Lynda Gough and 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>• Ms S Baker</li> <li>• Miss A Gledhill</li> <li>• Councillor C Johnson</li> <li>• Mr J Watson</li> </ul>	
2.	<p><b>Welcome</b></p> <p>Mr P Bibby and Reverend Lynda Gough were in attendance at the meeting and were welcomed by the Chair.</p>	
3.	<p><b>Notification of Items of Other Business</b></p> <p>There were no items of Other Business to report.</p>	
4.	<p><b>Declarations of Interests:</b></p> <p><b>Declaration of personal or pecuniary interests in any matters arising from the Agenda of the current meeting.</b></p> <p>There were no declarations of personal or pecuniary interests declared.</p> <p><b>Declaration of any updates for the Register of Business Interests.</b></p> <p>There were no updates for the Register of Business Interests.</p>	

<p>5.</p>	<p><b>Approval of Minutes</b></p> <p><b>a) Approval of Minutes</b> – Monday 5<sup>th</sup> October 2015 and Tuesday 10<sup>th</sup> November 2015.</p> <p><b>RESOLVED:</b></p> <p>That the Minutes of the meeting of the Committee held on Monday 5<sup>th</sup> October 2015 and Tuesday 10<sup>th</sup> November 2015 be confirmed and signed as an accurate record by the Chair.</p> <p><b>b) Matters Arising –</b></p> <p>It was noted that in relation to Minute 10 (Governing Body 5<sup>th</sup> October 2015), RAISEonline Governor Papers had been taken to the Teaching and Learning Committee held on Tuesday 17<sup>th</sup> November 2015. It was agreed that the remainder of the Governing Body should also be circulated with the papers for information.</p>	<p><i>Clerk</i></p>
<p>6.</p>	<p><b>Reports of Committees:-</b></p> <p><b>Leadership &amp; Management Committee - Wednesday 14<sup>th</sup> October 2015</b></p> <p>The Chair of the Leadership &amp; Management Committee (Mr M J Fryer) reported on the issues considered and recommendations made by the Committee on the 14<sup>th</sup> October 2015.</p> <p><b>RESOLVED:</b></p> <p>That the issues considered and recommendations made by the Leadership &amp; Management Committee held on the 14<sup>th</sup> October 2015 be noted.</p> <p><b>Teaching &amp; Learning Committee – 17<sup>th</sup> November 2015.</b></p> <p>The Chair of the Teaching &amp; Learning Committee (Mrs E de la Motte) reported on the issues considered and recommendations made by the Teaching and Learning Committee held on the 17<sup>th</sup> November 2015.</p> <p>It was noted that the RAISEonline data taken to the committee had demonstrated strong results, well above the national averages.</p> <p>It was noted that the Teaching &amp; Learning Committee had, in reviewing the success of the last academic years Governor Links to Curricular/Specialist Areas observations, concluded that it would be more effective if there were just one deadline date for submission by Governors of their observations and that this should be before the last meeting of the Teaching &amp; Learning</p>	

	<p>Committee in the Academic Year. However, Governors could still undertake more than one review on both the Infants and Juniors sites if they were so able. A summary report should then be brought back to the first meeting of the Teaching &amp; Learning Committee in the new Academic Year, in order to allow for a more effective evaluation process.</p> <p>It was noted that the current Governor links to curricular/specialist areas would require updating by the Governing Body due to staff changes and a replacement Governor was required for 'Understanding the Arts' as Dr Jill Rayner was no longer a Governor.</p> <p><b>RESOLVED:</b></p> <ul style="list-style-type: none"> <li>a) That the issues considered and recommendations made by the Teaching and Learning Committee held on the 17th November 2015 be noted.</li> <li>b) That when more national information on attainment became available then it should be circulated to the Full Governing Body for information.</li> <li>c) That a training session be held at the first meeting of the Summer Term on the School's new 'life without levels' grading system.</li> <li>d) That the Governor links to Curricular/Specialist Areas be updated and circulated to the relevant Governors and include Mr P Bibby as the new 'Understanding the Arts' Governor link.</li> </ul> <p><b>Finance Committee:</b></p> <p><b>Finance Committee and Pay Review Sub-Committee Minutes - Monday 12th October 2015</b></p> <p>It was noted that due to a photocopying error a page was missing from the Pay Review Sub-Committee minutes and this was duly circulated at the meeting for information.</p> <p><b>RESOLVED:</b></p> <p>That the issues considered and recommendations made by the Finance Committee and Pay Review Sub Committee held on the 12<sup>th</sup> October 2015 be noted.</p> <p><b>Finance Committee - Tuesday 10<sup>th</sup> November 2015</b></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 10<sup>th</sup> November 2015.</p>	<p><i>Head Teachers/Clerk</i></p> <p><i>Head Teachers/Clerk</i></p> <p><i>Head Teachers/Clerk</i></p> <p><i>Head Teachers/Clerk</i></p>
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	<p>The Head Teachers updated the Governing Body in relation to Minute 6 and advised that planning permission had now been granted in relation to the Forest School multi- purpose building. They further advised in relation to Minute 15, that the Management Accounts were on track and would be ready by the end of term.</p> <p><b>RESOLVED:</b></p> <p>That the issues considered and recommendations made by the Finance Committee on the 10<sup>th</sup> November 2015 be noted.</p> <p><b>7. Chair’s Report</b></p> <p>The Chair verbally advised that a Short Term Exclusion had been issued during the Autumn Term.</p> <p><b>RESOLVED:</b></p> <p>That the Chair’s report be noted.</p> <p><b>8. Head Teachers’ Report</b></p> <p>Further to Minute 7 (Governing Body 30<sup>th</sup> June 2015) the Head Teacher (G.F) advised on the Head Teachers’ report. He reported that a vacancy had arisen in Reception and a Teacher who had previously been working as a Reception Teacher was re-appointed on a short term contract. This did not affect the budget as funding was already allocated.</p> <p>The Head Teacher (G.F) advised that the collaboration between the School and the SCITT (School-Centred Initial Teacher Training) at High Force Education was working well. Inspectors from HMI (Her Majesty’s Inspectors) were earlier today observing SCITT students in the school as part of their inspection of the SCITT service at High Force Education.</p> <p><b>RESOLVED:</b></p> <p>That the report be noted.</p> <p><b>9. Health &amp; Safety Accident Statistics</b></p> <p>Further to Minute 11 (Full Governing Body 30<sup>th</sup> June 2015) the Head Teacher (G.F) reported on the Health &amp; Safety accident statistics which were circulated at the meeting for Governors’ information and consideration. The report references those accidents that were serious enough to require treatment off site and he advised lower level matters are dealt with by named first aiders.</p>	
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	<p><b>RESOLVED:</b></p> <p>That the Health &amp; Safety accident statistics be noted.</p> <p><b>10. Risk Register Working Party to report back</b></p> <p>Further to Minute 12 (Leadership and Management Committee 14<sup>th</sup> October 2015) the Chair advised that the Working Party had been working on filtering out risks no longer relevant to the authority and were considering any new risks. The Working Party had been looking at total 'gross' risks then examining the controls and evidence in place to provide a 'net' risk. The Chair estimated that the Risk Register should be fully complete by Easter. A table of work already undertaken by the Working Party was circulated at the meeting and it was requested by Governors that a grid explaining the impact of a risk in relation to the likelihood of occurrence and its magnitude be circulated to all Governors for information. It was also requested that loss of premises should also be considered by the Working Party and factored into the new Risk Register.</p> <p><b>RESOLVED:</b></p> <ul style="list-style-type: none"> <li>a) That the report be noted.</li> <li>b) That the grid, explaining the impact of a risk in relation to the likelihood of occurrence and its magnitude, be circulated to all Governors.</li> <li>c) That loss of premises be considered in the new Risk Register by the Working Party.</li> </ul> <p><b>11. Annual Review of Decision Planner by Governing Body</b></p> <p>Further to Minute 10 (Leadership and Management Committee 14<sup>th</sup> October 2015) 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><b>RESOLVED:</b></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>	<p><i>Clerk</i></p> <p><i>Working Party</i></p> <p><i>Governors/ Clerk</i></p>
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12.	<p><b>Policies for Review</b></p> <p><b>Admission Arrangements (September 2017) – Leadership &amp; Management to guide and report to Full Governing Body.</b></p> <p>Further to Minute 14 (Leadership &amp; Management Committee 14<sup>th</sup> October 2015) it was noted that the admission arrangements had been updated to reflect the amendments as approved by the Governing Body in relation to providing authority for Darlington Borough Council’s Admissions Team to refuse and allocate places accordingly. The admission arrangements had also been updated to reflect admissions outside the normal point of entry/deferred entry (Minute 14, 17<sup>th</sup> March 2015 and Minute 10, 30<sup>th</sup> June 2015 refers). These were set out on pg.1 and appendix 2 of the admissions document appended to the Agenda.</p> <p><b>RESOLVED:</b></p> <p>That the admission arrangements for 2017 be approved as set out in the updated admissions document appended to the Agenda.</p>	
13.	<p><b>Agenda Items for future Meetings of the Governing Body</b></p> <ul style="list-style-type: none"> <li>• Risk Register update</li> <li>• Training session ‘life without levels’ (First meeting of Summer Term)</li> </ul>	<p><i>Governors/ Head Teachers/ Clerk</i></p>
14.	<p><b>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.</p>	<p><i>Clerk</i></p>
15.	<p><b>Date &amp; Time of Next Meeting</b></p> <p><b>RESOLVED:</b></p> <p>That the next meeting of the Committee be held on Monday 1<sup>st</sup> February 2016.</p>	<p><i>Clerk</i></p>

