

The Federation of Abbey Schools Academy Trust

Governing Body Minutes

Date & Time: 5.00pm on Monday 5th October 2015

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

Also in Attendance: 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>Election of Chair for the ensuing Academic Year</p> <p>The Clerk to the Governing Body opened the meeting in the absence of a Chair. Nominations were sought and received for the position of Chair for the ensuing Academic Year.</p> <p>RESOLVED that Mrs D Leigh be appointed Chair for the ensuing Academic Year.</p> <p><i>(Note: Mrs D Leigh in the Chair for the remainder of the meeting.)</i></p>	
2.	<p>Election of Vice-Chair for the ensuing Academic Year</p> <p>Nominations were sought and received for the position of Vice-Chair for the ensuing Academic Year.</p> <p>RESOLVED that Mrs E de la Motte be appointed as Vice-Chair for the ensuing Academic Year.</p>	
3.	<p>Apologies for Absence</p> <p>Apologies of absence were received and accepted from:-</p> <ul style="list-style-type: none"> • Ms S Baker • Mr J Watson 	

<p>4.</p>	<p>Notification of Items of Other Business</p> <p>There were no items of Other Business to report.</p>	
<p>5.</p>	<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>	
<p>6.</p>	<p>Approval of Minutes</p> <p>a) Approval of Minutes – Tuesday 30th June 2015.</p> <p>RESOLVED:</p> <p>That the Minutes of the meeting of the Committee held on Tuesday 30th June 2015 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 Minute12 that work by the Risk Register Working Party was on-going and progress would continue to be reported through the Committees.</p> <p>In respect of Minute 16 the Chair advised that she had undertaken her Governor annual review on the Central Record of Recruitment and Vetting Checks and advised that all procedures were correct and in place. It was noted that procedures relating to the new ‘Disqualification by Association’ legislation had also been applied. The Minutes/Papers from Governing Body meetings and Committees were also in place and correct, with all Minutes signed by the relevant Chair.</p>	
<p>7.</p>	<p>Papers:</p> <p>Darlington Borough Council Training Schedule</p> <p>Darlington Borough Council’s Governor Training Programme2015-16 was considered by the Governing Body. It was noted that ‘Achieving Excellent Governance would be a useful training course. It was also noted that Governors Dr L Bryant, Mr M J Fryer and Mr P M Willson were due to attend the Head Teacher Performance Management Review on the 6th October 2015.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	

8.	<p>Governor Business Interest Pro formas</p> <p>Further to Minute 9 (Governing Body 30th June 2015) all Business Interest pro formas had been sent to Governors at the end of the 2014/15 Summer Term for completion. The Clerk advised that all the pro formas were now returned and the notified Business Interests were published in line with legislation on the School's Web-site.</p> <p>The Head Teacher (E.M) reported that the annual accounts audit had just occurred and that the accounts would be brought to the Governing Body meeting on the 10th November 2015 for approval. This was the first audit the new members of staff in the Business Team had undertaken.</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <p>Structure of the Governing Body – Parent Governor Specifications Returns.</p> <p>Further to Minute 8 (Governing Body 30th June 2015) the Clerk advised that a total of 5 expressions of interest had been received in relation to the Parent Governor Vacancy. In compliance with the Articles any election of a Parent Director which is contested shall be held by secret ballot as there are more applications than vacancy. It was therefore agreed that the 5 applicants should be formally invited to stand in a Parent Governor Election. It was agreed that this would involve all eligible parents/guardians at the school being provided with a ballot paper listing the potential candidates and a separate document containing a personal statement from the candidates of not more than 100 words supporting their nomination. As there was one vacancy parents/guardians would be entitled to vote for only one candidate.</p> <p>The ballot papers and supporting documentation would be dispatched to all parents/guardians (one ballot paper per parent/guardian irrespective of the number of children at school) on Thursday 22nd October 2015 with a closing date for return of ballot papers after the half term break on Wednesday 4th November 2015 at 3.30pm. The count would be held at the school on Thursday 5th November 2015 at 11.30 am to which all candidates would be invited to attend. If a candidate were not able to attend, the Clerk would advise them of the result on that day.</p> <p>It was further agreed that the candidate polling the highest number of votes would be declared duly elected to the Governing Body. In the event of a tie, votes would be re-counted. If the results were still equal the results would be determined by the Governing Body. The result of the election would be circulated to Governors and all parents/guardians at the Academy.</p>	
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<p>9.</p>	<p>The Head Teacher (E.M) advised that in accordance with Minute 6 (Governing Body 12th May 2015) and 8 (Governing Body 30th June 2015) Reverend Lynda Gough had been approached and invited to become a new Article 50 Director for the Academy which she had accepted. It was agreed by the Board that the formal appointment process for Reverend Lynda Gough should now be commenced.</p> <p>Also in accordance with Minute 6 (Governing Body 12th May 2015) and 8 (Governing Body 30th June 2015) the Head Teacher reported that the Staff Director Vacancy had been advertised to all staff in the school. No applicant for the position of Staff Director had come forward and therefore the Board requested that the Parent Director Vacancy be re-advertised in the 2015/16 Spring Term.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> a) That the 5 applicants who expressed an interest in the Parent Governor Vacancy be formally invited to stand in a Parent Governor Election via a secret ballot, in accordance with the Articles, as there are more applicants than vacancies. b) That the election process be approved and carried out as detailed at paragraphs 1, 2 and 3 above. c) That the formal appointment process for Reverend Lynda Gough should now be commenced. d) That the Parent Director Vacancy be re-advertised in the 2015/16 Spring Term. <p><i>(Note: Mrs D Leigh declared an interest in relation to knowing one of the applicants (Mrs Bowerbank) for Parent Director but took no part in the discussions relating to the applicant.)</i></p> <p>Governing Body Committees – Annual Review of Committee Membership</p> <p>Consideration was given to the annual review of the Committee Memberships. A copy of the current Committee Memberships was attached to the Agenda.</p> <p>RESOLVED:</p> <p>That no change be made to the current Committee Memberships for the 2015/16 Academic Year.</p>	<p><i>Clerk</i></p> <p><i>Clerk</i></p> <p><i>Clerk</i></p> <p><i>Head Teachers /clerk</i></p>
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10.	<p>Data Driving the School Improvement Plan (SIP)</p> <p>Further to Minute 10 (Governing Body 2nd December 2014) the Head Teachers (EM) and (GF) reported on and circulated at the meeting a simplified overview summary of EYFS (Early Years Foundation Stage), Key Stage 1 and Key Stage 2 data results to help inform Governors in their suggestions for the next School Improvement Plan (SIP) targets at the meeting. The Head Teacher advised that the data booklet which was prepared by the Local Authority, and compared results with other schools in the area, was not yet available and therefore had been unable to be forwarded prior to the meeting. It was noted that the Governor RAISEonline papers would be taken to the Teaching & Learning Committee scheduled for Tuesday 17th November 2015.</p> <p>A summary of the evaluation of the SIP 2014/15 and the targets set for the 2015/16 SIP were circulated at the meeting. The new targets set for the 2015/16 Year included improving observation techniques in the EYFS of child led learning, in order to collect evidence of children achieving Early Learning Goals. KS1 And KS2 targets were to develop strategies to close the gap between genders in writing. It was noted each Committee would be looking at the evaluation of the 2014/15 SIP and the new 2015/16 SIP in more detail.</p> <p>RESOLVED:</p> <p>a) That the report be noted.</p> <p>b) That the Local Authority data booklet, once available, be circulated to the Governing Body.</p>	<i>Head Teachers</i>
11.	<p>Agenda Items for the 2nd December 2014 Meeting</p> <ul style="list-style-type: none"> Admission Arrangements (September 2017) – Leadership & Management to guide and report to Full Governing Body. 	<i>Clerk</i>
12.	<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.</p>	<i>Clerk</i>

