

The Federation of Abbey Schools Academy Trust
Leadership & Management Committee

Minutes

Date & Time: 5.00pm on Wednesday 19th October 2016

Present Governors: Mrs E de la Motte, Mr M J Fryer, 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>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 of the Leadership & Management Committee for the ensuing Academic Year.</p> <p>RESOLVED:</p> <p>That Mr M J Fryer be appointed as Chair of the Leadership & Management Committee for the ensuing Academic Year.</p> <p><i>(Note: Mr M J Fryer was 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 of the Leadership & Management Committee for the ensuing Academic Year.</p> <p>RESOLVED:</p> <p>That Councillor Charles Johnson be appointed as Vice-Chair of the Leadership & Management Committee for the ensuing Academic Year.</p>	

<p>3.</p>	<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 • Rev Lynda Gough 	
<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>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>6.</p>	<p>Approval of Minutes</p> <p>a) Approval of Minutes – Wednesday 18th May 2016.</p> <p>RESOLVED:</p> <p>That the Minutes of the meeting of the Committee held on Wednesday 18th May 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: AUTUMN TERM (Items 7 – 11)</p>		
<p>7.</p>	<p>School Improvement Plan – Monitoring</p> <p>The Head Teacher circulated at the meeting an evaluation of the 2015/2016 School Improvement Plan (SIP) and the resulting</p>	

<p>8.</p>	<p>outcomes which were set out in the summary report. It was noted that evidence demonstrated that 17 more children than last year achieved 'expected' in 'Shape, Space and Measure' and also 18 more children than last year achieved 'expected' in 'People & Communities' in the Early Years Foundation Stage (EYFS) . Overall 70% of EYFS children achieved a good level of development this year (which included Communication and Language, Physical Development and Personal Social Health Education).</p> <p>The Head Teacher also circulated a summary of the SIP 2016/17 which set out targeted improvements for the academic year. The new targets set for the 2016/17 year included the EYFS team focusing on strategies to improve understanding and speaking for all children in reception by following a programme throughout the year which will provide opportunities for children to improve their speaking, listening & understanding by planning for child led learning in a creative setting. Progress would be monitored by the Senior Leadership Team.</p> <p>Key Stage 1 and Key Stage 2 would be concentrating on accelerating progress in writing, particularly for 'middle band' learners. Work will be done with the new timetabling system which will enhance opportunity for consistency and repetition. Progress will be carefully monitored by the Senior Leadership Team.</p> <p>Another important whole school target will be a review of systems and procedures used for teaching reading. This will include current practice being evaluated and an audit of all current books in the school. Books will be re-banded and resources would be used to purchase any new books which are required.</p> <p>RESOLVED:</p> <p>That progress obtained in the 2015/16 SIP and the targets set out in the 2016/17 SIP be noted.</p> <p>Performance Management</p> <p>The Head Teacher advised that all Teachers had now received a performance management review and that, subject to their objectives being met, any relevant incremental pay point increases had been considered at the Pay Review Sub-Committee held on the 10th October 2016. The Head Teacher's Performance Management Review had also been undertaken by Governors on the 10th October 2016 and she had successfully met all her objectives.</p> <p>The Head Teacher further reported on staffing issues and updated the Committee that there were currently 6 staff on Maternity Leave. She further advised that two new lunchtime supervisors had been appointed and that two new Teaching</p>	
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	<p>assistants had also been appointed following the appropriate appointment processes.</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <p>9. Policy Review</p> <p>Consideration was given to the Policy Review Table which had been updated by the Clerk which set out reviews that had been completed and dates for future reviews.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> a) That the updated Policy Review Table be approved. b) That the policy headings be checked on the policy table to reflect the same policy headings on the School web-site. c) That the Policies be put into alphabetical order and that the policy table be updated twice a year. <p>10. Decision Planner</p> <p>The Leadership & Management Committee reviewed the Decision Planner to ascertain whether any updates or amendments were required. It was agreed that none were required at the present time.</p> <p>RESOLVED:</p> <p>That the current Decision Planner be approved.</p> <p>11. 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. In addition Governors Mr M Fryer and Mr P Willson had attended the Head Teacher Performance Management course held on the 6th October 2016.</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <p>12. Risk Register</p> <p>Further to Minute 13 (Governing Body 12th September 2016) consideration was given when to review the Leadership & Management delegated risks.</p>	<p><i>Head Teacher</i></p> <p><i>Clerk</i></p>
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	<p>RESOLVED:</p> <p>That the risks be reviewed by the Leadership & Management Committee as follows :-</p> <p>Safeguarding / Child Protection – Autumn Term Health and Safety – Autumn Term</p> <p>HR – Spring Term Policy – Spring Term Equality and Diversity – Spring Term</p> <p>Governance – Summer Term Data Protection – Summer Term</p> <p>13. Annual Review of Terms of Reference and Standing Items for the Leadership & Management Committee</p> <p>Consideration was given whether any amendments were required to the Leadership & Management’s Terms of Reference and Standing Items.</p> <p>RESOLVED:</p> <p>That the Terms of Reference and Standing Items remain the same, with the exception of the Risk Register now being considered in the Summer Term and the above risks being considered in the termly meetings as listed above. (Minute 12 above refers)</p> <p>14. Policies/procedures for review:</p> <p>Induction Policy</p> <p>Further to Minute 10 (18th May 2016 Leadership & Management Committee) the Induction policy, which had been deferred from the last meeting of the Committee, was considered.</p> <p>RESOLVED:</p> <p>That the policy be approved subject to any reference to Governors/Trustees/Volunteers being removed from the policy.</p> <p>Data Protection</p> <p>Further to Minute 14(Leadership & Management Committee 14th October 2015) it was noted that Data Protection policies/procedures had remained the same. An updated sheet noting the School’s data protection register entry details, was circulated at the meeting.</p>	<p><i>Governors/ Clerk</i></p> <p><i>Clerk</i></p> <p><i>Deputy Head</i></p>
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	<p>Admission Arrangements (September 2018) - Leadership & Management to guide and then refer to Full Governing Body.</p> <p>Consideration was given to the Admission Arrangements for September 2018.</p> <p>RESOLVED:</p> <p>That it be recommended to the Governing Body the admission arrangements for 2018 be approved.</p> <p>Child Protection Policy and Procedures</p> <p>The Head Teacher advised that this had been to the Governing Body on the 5th July 2016 (Minute 14 refers) and that there had been no new amendments since that meeting.</p> <p>RESOLVED:</p> <p>That the child protection policy and procedures be approved.</p> <p>Safeguarding Document</p> <p>Further to Minute 14 (Leadership & Management Committee 14th October 2015) consideration was given to the School's Safeguarding Document.</p> <p>RESOLVED:</p> <p>That it be approved in principle subject to amendments to operational procedures and that the document be brought back to the next meeting of the Committee.</p> <p>Central Record of recruitment & vetting (Governor to report back)</p> <p>Governor Mike Fryer reported back on an inspection of the Central record of recruitment and vetting he had undertaken and his written report. It was noted he had found all correct procedures to be place.</p> <p>RESOLVED:</p> <p>That the Governor Report be noted.</p>	<p><i>Governing Body</i></p> <p><i>Head Teacher</i></p> <p><i>Head Teacher/ Clerk</i></p>
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	<p>Minutes/papers from Governing Body and Committees (Governor to report back)</p> <p>In the absence of Governor Mrs D.Leigh the Head Teacher reported on her report submitted and confirmed that all procedures were found to be correct.</p> <p>RESOLVED:</p> <p>That the Governor Report be noted.</p> <p>15. Agenda Items for the Next Meeting</p> <ul style="list-style-type: none"> • Premises Management Documents (Governor to report back.) • Register of pupils' admissions to school (Governor to report back.) • Register of Pupil Attendance (Governor to report back.) • Safeguarding Document <p>Plus the following Standing Items:-</p> <ul style="list-style-type: none"> • School Improvement Plan – Monitoring self-review mechanisms. • Training Feedback • Risks delegated to the Committee on the Risk Register <p>Policies for review :-</p> <ul style="list-style-type: none"> • School Behaviour • Health & Safety Policy 	<i>Clerk</i>
16.	<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>
17.	<p>Date & Time of Next Meeting</p> <p>RESOLVED:</p> <p>That the next meeting of the Committee be held on Wednesday 8th February 2015 at 5.00pm</p>	<i>Clerk</i>

	<p>The Meeting concluded at 6.30 pm</p> <p>Approved by the Leadership & Management Committee</p> <p>Date: _____</p> <p>Signature (Chair): _____</p> <p>Name: _____</p>	
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