



**Abbey School Local Governing Body
Teaching & Learning
Tuesday 25th September 2018 at 12:00
Abbey School**

Attendees:		
Mary Smith	Chair	MS
Luci Windle	Headteacher	LW
Sonia Seymour-Thackery	Parent Governor	SS-T
Jim McIntosh	Governor	JMcI
Bob Toms	Governor	BT
Ivy Dorchester-Brown	Governor (to leave at 1.15pm)	ID-B
Deborah Berry	Parent Governor	DB
Peter Macaulay	Support Staff Governor	PM
Also Present:		
Maria Simpson	Nexus MAT Clerk	MS
Tracey Brooke	CFO	TB
Wayne Askam	Deputy Headteacher	WA
Jill Walker	School Commissioner for Nexus	JW
Apologies:		
No Apologies:		

1. APOLOGIES FOR ABSENCE	Actions
1.1 To receive apologies for absence: No Apologies were received.	
1.2 To accept apologies for absence No Apologies.	
2. ITEMS OF URGENT BUSINES	
2.1 Chair to determine any items of urgent business These items will be dealt with at item 6 on this agenda	
3. DECLARATION OF INTERESTS	
3.1 Individual Governors to declare any personal, business or other governance interests on any item on the agenda There were no declarations received	
4. ABBEY LOCAL GOVERNING BODY MINUTES	
4.1 To approve the minutes of the following meetings: Abbey Local Governing Body meeting held on 10 th July 2018 + 19 th June 2018 The minutes were approved and signed for both dates.	
4.2 Matters arising from the Minutes The actions were updated above Other items raised: MS asked if the recommendations from the Parent Charter had been fed back. WA clarified that the evidence provided was really good with very positive outcomes. It was reported that there will still be an issue with the noise from the hall, due to its position, and this would be managed on a daily basis. The school has engaged with parents and definitely has lots to celebrate. It was noted that discussions were held at the last meeting in relation to finance; MS asked if these had been resolved. It was confirmed that a new system is to be in place. Training has been provided with Business Managers whereby new sub-headings will be in use and codes are to be in place. Another date has been arranged for Business Managers to attend on 11 th October with the provider of the system for additional training. TB reported that work on budgets with the other directors will revisit sense check budgets ready for the ESFA deadlines of October and to provide assurance for the LGB. LW noted that Liz Shimwell's title to be amended to read: Assistant Headteacher.	
5. POLICIES	
5.1. Policies for Review a) SEND Annual Statement – LW reported as a yearly policy which is currently on	

<p>the website. It was reported that only section 1 has been updated with minor changes to reflect the staffing and pupil numbers. The rest of the policy remains the same.</p> <p>b) Pupil Admissions Policy - The same as above, only a change to staffing and pupil numbers.</p> <p>c) Home School Agreement Policy – Reported one sentence added around the update on 'leadership values' that are currently used in school.</p> <p>d) Behaviour Appendix - This is also the same as above.</p>	
<p>5.2. New Policies</p> <p>a) Extremism and Terrorism Policy) b) Guest Speaker policy) both updated in relation to the new document circulated at the meeting: Keeping Children Safe in Education. Updates on policies have been included around Extremism and Guest Speaker Policies.</p> <p>LW noted that the Safeguarding policy has also been updated which will be discussed at the next meeting.</p> <p>JM asked about 4.6 on the Extremism & Terrorism policy and the reference: "to be checked by the governing body." It was discussed that it is very similar with Guest Speaker Policy. LW noted that if any speakers or a particular group or organisation were to come into the school this would be through a planned visit.</p> <p>How do governors know who will be coming into school. or check who the people are, or when governors come into school. This would be through the QA cycle at the school,</p> <p>This policy is for schools and governors to be more aware of radicalisation and terrorism which assists with information around these groups.</p> <p>TB reported that if the school had any concerns raised under safeguarding then it would be brought to the attention of the Safeguarding Lead Governor. It was suggested that a forward planner is in place which is provided via the QA cycle. MS asked for slight amendment to be made to point 4.6 ready for the next meeting – possibly to expand this bullet point to address the comments raised. ACTION</p> <p>Premises Management Policy - no changes have been made at this time, to be discussed at a later date.</p> <p>The role of the governing body is to ensure this is implemented; this is done via the list in the H&S policy which is linked to the correct section as a check list. It was raised to make reference to 2.4 as delegated powers of local governing bodies to provide a safe and environmental process, 2.4.1 in particular to be amended in the policy.</p>	<p>LW 16/10/18</p> <p>LW 16/10/18</p>
<p>6. ITEMS TO BE CONSIDERED</p>	
<p>6.1. SIP/SEF Update</p> <p>LW explained it was a new format School Improvement plan which fits with Ofsted Inspection criteria with four categories which is: Objectives, the lead person, date by</p>	

when, what action the risk to be taken, who is this monitored by, and what is the impact. This should be easier for governors to monitor.

This QA cycle covers half term. The overview diagram was explained and it was noted that the colours fit with the Parents charter. In terms of teaching & learning the key development points is based around maths. It was noted that as a school maths is to be encouraged.

JW gave an example of a link with Grange Primary (in Sunderland), who virtually sets all children and does key mastery for maths if this would be of any interest to Abbey then perhaps a visit could be arranged.

LW reported that one of the LS Advisor working with Maths lead had recently completed a course which will also cover progress on maths and also enhance the teaching of maths and confidence of staff.

Currently looking to increase 'language skills' which is from last year bridging the concept of 'Magic 12'.

Careers Development – This information is available on the website. The school does really well with Careers Programme.

Teaching and Learning – with other settings to use research based professional study. Last year teachers were allowed half a day professional time. This has had some impact for some staff but not necessarily a strong impact for all. This year Staff can request this time which the school can look at.

Key Stage 3 – Challenge based curriculum is something we tried last year through the Professional Research Projects This is a long term project so therefore won't know the outcomes until pupils have taken their GCSEs (Group U3). This is skills based around independence, team work and communications which are work related skills the school is trying to bring into the curriculum. This covers from 5 years up to 19 years.

Outcomes – no longer have Vocational Qualification as not held as in high esteem for employers therefore started with BTEC qualification for Years 9, 10 and 11. This is a more non-academic BTEC such as health & social care, creative media, enterprise, sports, design technology which are non-core subjects. These happen on a Friday morning.

The school is looking at writing higher grades in the In-house Assessment System. Some students currently at Grade 5. To look to work with some secondary school colleagues trying to write Grade 6 statements and to make sure these are bridged up with the GCSE requirements. These are the pupils that should be doing GCSEs.

Connecting Steps – is an assessment system, done by B-Squared for adult literacy and numeracy which is to be used for students in Post 16. Two pathways:

- Pathways 1: is where students needed to re-take examination or do a little better then able to go to college.
- Pathways 2: is for more long term, until 19 years of age which need a more functional skills rather than GCSEs. This is very practical.

The Behaviour Safety Wellbeing – to use a Play Unified approach to secure inclusion. For example. After School Clubs or Sporting events. The school invites mainstream

<p>children back to what is done really well through the Play Unified at the Youth Sport Trust work.</p> <p>Children’s Rights – a good approach. This is something to celebrate as the school and needs to be captured.</p> <p>Attendance – still the need to encourage families that children need to be in school. LW stressed how important it is for pupils to be in school.</p> <p>To introduce a House system – Attitude, Respect, Heart, Courage. This encourages virtual tutoring groups, older children working with younger children and lots of events to celebrate this. Each member of staff has a different colour which a member of SLT leads each team in their particular area.</p> <p>Leadership and Management – to look at E Grade post which was created last year. This is whereby TA’s want to be outstanding; the Teaching Assistant Programme will be repeated with the Local Authority. Still need to celebrate where staff are going above and beyond, this is recognised to make sure these roles are sustainable.</p> <p>Development of Centre of Excellence, ensure the school is working with outside agencies and that we provide support for families.</p> <p>Repeating of the mandate groups – Outdoor Learning, Singing (learn through song), Stop being hidden in my Community and Sensory Breaks. TA’s will lead this time so they have the opportunity.</p> <p>Making sure every child is represented through the Unicef Rights for Rights award and within the Leadership group. Looked After Children have a genuine voice in school whereby their voice is heard. This is an overview which has been shared with parents. MS noted that the new format is really good and useful to see all the information together. LW stressed this is to be a working document.</p> <p>SEF Update – LW stated that some work had recently been completed with DM to make some changes. LW asked for this to be brought to the next meeting.</p>	<p>LW 16/10/18</p>
<p>6.3. Teaching & Learning Report</p> <p>WA explained the key areas. In terms of Pupil Premium all children need to have a Pupil Premium Plan which can then be analysed every term and brought to Pupil Progress meetings. This shows how the money has been spent and is also shared with parents.</p> <p>It has been identified that pupils from more affluent families with parents and grandparents working are richer in language but not necessarily in skills such as IT. The school need to work with and involve parents more and to encourage home work. Looking at overall data this matches to the school’s GCSE outcomes. Really impressive results when 100% of pupils sat English, IT and Science exams had passed. 85% passed for Maths exams. Examples were given to the meeting. Entry levels also need to be celebrated just as much as GCSEs for the pupils. 75 certificates for entry in one year. A real sense of achievement for all the children.</p> <p>MS reported this is was an amazing report, has solid evidence to promote the system</p>	

<p>whereby achievement needs to be celebrated. It was noted that all staff have done exceptionally well.</p> <p>Also the wellbeing side, a good sense of achievement. 3 children have gone to college. Example provided to the meeting.</p> <p>LW reported that 2 students who recently left Post 16 have been on the Pathways 1 which had gone onto college. JM expressed this to be noted that staff should be really proud, it is a real achievement for them and the school overall.</p> <p>BT also noted this was an excellent report. It was questioned with regards to 100% how many children this involved.</p> <p>It was reported this is different for every subject. It was agreed the actual numbers should also be added to the SEF in future.</p>	
<p>6.4. Teaching & Learning Link Governor Report</p> <p>'NOT' Group – document circulated. A meeting recently held with WA to talk about the group that don't receive any funding and have no extra learning provisions as they don't met the governments criteria. They are not previously LAC, or EAL.</p> <p>ID-B explained the findings and the progress made.</p> <p>It was highlighted that with continual intervention plans in place where 33% expected & 67% had made better progress by the end of term 3 which shows the tremendous hard work of staff. The school currently has 2 TAs involved so that ownership of work is maintained which allows the monitoring and tracking.</p> <p>MS expressed thanks for this work and the commitment of all staff involved.</p>	
<p>6.5. LAC Report (DfE model)</p> <p>WA explained the report to track LAC and the work load involved. The school now has 13 LAC children. Every LAC child needs a PEP. It was noted that if the PEP is not completed or of good standing the funding would not be available to the school. These are updated working with the class teams including making sure that someone is the Champion and acts as representation.</p> <p>A Pupil Premium Plan needs to be put in place. WA explained this in further detail and how the funding is spent which is linked to the pupil premium plan and progress meetings. It was also noted that attendance is excellent.</p> <p>TB stated that as the school has grown more of all this needs to be done and questioned if sufficient capacity was available. LW reported working with virtual schools, currently 5 in Rotherham, whereby certain needs are met.</p> <p>A really good working relationship has been built up to support this and to be able to coordinate so that it is right for the children.</p> <p>BT questioned about reporting procedures for governors and continuing current practice – what does this mean?</p> <p>WA stated this is to give information for governors to read, to look at the steps which can then be monitored. To confirm – 'how this can be reported'. How this has been done, what has improved and what the next steps are to be. Any questions then raised from Governors and Link Governors for the next steps can be focused upon.</p> <p>TB stated that the detail could also be stored on to Governor hub.</p>	

<p>6.6. Pupil Premium Report (DfE model)</p> <p>This is embedded in the Teaching & Learning report.</p>	
<p>6.7 Review of Roles (including election of Vice Chair) A discussion was held whereby roles were confirmed as follows:</p> <ul style="list-style-type: none"> • Mary Smith – Chair of Governors Abbey • Bob Toms – Vice Chair (temporarily) and Safeguarding Governor (temporarily) • Peter Macaulay – LAC Governor + Support Staff Governor • Sonia Seymour Thackery -Teaching/Learning/Outcomes + Parent Governor • Deborah Berry – Wellbeing Governor + Parent Governor • Jim Mcintosh – Finance Governor and H&S (a new post) • Ivy Dorchester-Brown – Post 16 Governor • Vacant – Upper & Lower School • Vacant – Teacher Governor <p>A role is to be identified for the H&S which is a new position. There will be a clear check list in place so as to be confident of what is expected of the role.</p> <p>Also raised was a query re food standards – in that policy states the LGB is responsible for food standards and asked how this happened within the school. TB highlighted it is important to have clarify as an LGB and what is expected.</p> <p>Discussion took place on how to fill current parent governor positions. It was asked if possible to have representation from Sheffield and Barnsley, as already have representatives from the Rotherham area.</p> <p>MS noted that discussions had been held in a pre-meeting regarding clarity provided as ultimately the Trust has the responsibility and holds the legal accountability. The governing body is the local support, monitoring, and strategic overview to ensure the best welfare & outcomes of the children.</p> <p>It is important that governors are aware of policies in place such as the Scheme of Delegation policy that LGB has a direct link reporting back to the Trust.</p> <p>The role to the Trust does have accountability with scrutiny of the LGB governors. It is important to have more of a focus, looking how to support the monitoring role of the school which would link into the school development areas. LW to progress.</p>	LW
<p>6.8. LGB Governor Self-Assessment</p> <p>Governor Self-Assessment – This is an annual assessment (previously completed). It was noted for the Self-Assessment form to be completed by governors if possible by the deadline of 19th October or return at the next LGB meeting. Action for Clerk to send form electronically to Governors.</p>	Clerk 16/10/18
<p>6.9. Commission Activity for Teaching & Learning Link Governor</p> <p>As above as to what the expectations are to be clear. LW clarify Link roles.</p>	LW
<p>6.10 Chair/CEO verbal update of key issues from Trust Board of Directors</p> <p>TB informed the meeting that the Free Schools are progressing with the sites now identified. Full DNA now completed on the site for Doncaster with initial concerns over</p>	

<p>rare species all now resolved. Feasible study also in place and going ahead. Doncaster School will be a 2 storey building ready for a 2020 opening.</p> <p>The Sheffield school has unfortunately been put back to open in 2021. TB reported interest already from parents and teachers - 30 interested emails already received with queries for job vacancies and opportunities. There is a great need for social and mental health, it was reported these schools are definitely needed.</p> <p>JW highlighted there was a real buzz around the Doncaster area which is really positive.</p>	
<p>7. GOVERNANCE MATTERS</p>	
<p>7.1 Governors to report on:</p> <p>(a) Any function exercised on behalf of the Governing Body No</p> <p>(b) Any training and development undertaken JM – attended the Introduction to Nexus MAT in August 2018 at Nexus HQ. BT – attended Safeguarding Training.</p> <p>FGM Training + Home Office Training - LW to send safeguarding link to be forwarded onto Governors for online training. Certificates to be brought back into school and Clerks when completed training. Action</p> <p>(c) Visit to school No BT raised 'visits to other schools'. This can be arranged through LW or other Headteachers or through the Clerks. It was discussed whether governors agreed email addresses to be shared with link governors – all agreed.</p> <p>LW wanted to inform Governors she has been invited to attend the: Rotherham Educational Strategic Partnership Board. This is to ensure LA is supporting schools in the right way. LW to represent the school on behalf of a Special Needs School.</p>	<p>LW 16/10/18</p>
<p>8. ANY OTHER URGENT BUSINESS</p>	
<p>8.1. To consider any other urgent business agreed by the Chair</p> <p>No other business.</p>	
<p>9. CONFIDENTIALITY & RISK</p>	
<p>9.1. To consider the confidentiality of any items discussed during the meeting No items in the meeting were deemed as confidential.</p>	
<p>9.2. To consider any areas of risk discussed during the meeting No areas of risk were discussed during the meeting</p>	
<p>10. DATES OF NEXT MEETING</p>	

Tuesday 16th October 2018 at 12:00 – 14:00 – Abbey School – Safeguarding & Wellbeing
[Tuesday 13th November – Leadership Summit – 16:00 – 19:00 at The Source, Meadowhall](#)
Tuesday 4th December 2018 at 12:00 – 14:00 – Abbey School – Leadership & Management
Tuesday 29th January 2019 at 12:00 – 14:00 – Abbey School - Teaching & Learning
Tuesday 26th February 2019 at 12:00 – 14:00 – Abbey School - Safeguarding & Wellbeing
Tuesday 2nd April 2019 at 12:00 – 14:00 – Abbey School - Leadership & Management
Tuesday 14th May 2019 at 12:00 – 14:00 – Abbey School - Teaching & Learning
Tuesday 18th June 2019 at 12:00 – 14:00 – Abbey School - Safeguarding & Wellbeing
[Wednesday 19th June – Leadership Summit – 16:00 – 19:00 at The Source, Meadowhall](#)
Tuesday 9th July 2019 at 12:00 – 14:00 – Abbey School - Leadership & Management

Minutes approved

CHAIR	SIGNATURE	DATE
Mary Smith		16/10/2018