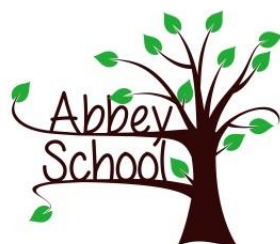


**Abbey School Local Governing Body Meeting
Tuesday 20th September 2016 at 13:00
at Abbey School**

ACTION POINTS SUMMARY SHEET

Actions	By & Target Date	
1	LW to contact CC regarding attendance at LGB meetings	LW 1.10.16
2	LW to provide copies of SIP Update if and when required	LW Ongoing
3	LW to request DBS for all Staff who have been employed for a long time.	LW 1.10.16
4	TB/LB to apply for Pupil Premium Award	TB/KB 1.10.16
5	LW to circulate and upload School SEND Statement and Annual report to school website.	LW 1.10.16
6	Health and Safety Report to be RAG rated	IB/CJ 18.10.16
7	LW to update 'wish-list' for list of capital expenditure	LW 31.10.16
8	CJ to check training assessment needs have been completed and return to CS.	CJ 31.10.16
9	WC to rationalist training opportunities and circulate simplified list	WC Ongoing
10	LW to process pay progression paperwork with recommendations and reasons.	LW 1.10.16
11	IB to circulate R Holsey's email re access road	IB 21.10.16
12	TB to follow-up on access road issues and contact EFA to ascertain if funding is available to the Trust.	TB 21.10.16
13	WC to formulate a strategy for political support for the access road	WC Ongoing

14	WC to arrange a staggered cycle for reviewing policies for the MAT and school.	WC Ongoing
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**Abbey School Local Governing Body Meeting
Tuesday 20th September 2016 at 13:00
at Abbey School**

Attendees:

John Irwin	Chair Abbey School LGB	JI
Luci Windle	Head Teacher	LW
Warren Carratt	CEO Nexus MAT	WC
Cara Jones	Parent Governor	CJ
Liz Shimwell	Teacher Governor	LS
Ian Burns	Support Staff Governor	IB
Tracey Brook	CFO Nexus MAT	TB
Also Present:		
Rachael McHaffie	Clerk	RM

1. APOLOGIES FOR ABSENCE	Actions
<p>1.1 To accept apologies for absence</p> <ul style="list-style-type: none"> Liz Shimwell <p>1.2 To receive, but not accept apologies for absence</p> <ul style="list-style-type: none"> Apologies not received from Clare Carol or David Coldwell. CC has not yet attended a meeting. LW to make contact to raise concerns about commitment and importance of attendance and involvement of the LGB to ensure that the meeting is quorate. JI to send formal letter if unable to make contact. TOR require 60% attendance and this will be reviewed termly and formal conversations to be held with members who are unable to commit to this level of commitment where appropriate. 	LW
2. ITEMS OF URGENT BUSINESS	
<p>2.1 Chair to determine any items of urgent business to be considered</p> <ul style="list-style-type: none"> Appointment of salary committee. Pay progression has to be signed off by 31.10.16. This to be addressed in item 5.1 Appointment and resignation of Assistant Head John Ashton to be addressed in item 5.2. 	
3. DECLARATION OF INTERESTS	
<p>3.1 Individual Governors to declare any personal, business or other governance interests on any item on the agenda</p> <ul style="list-style-type: none"> CC still to sign the documentation. LW to pass on. 	LW/CC
4. ITEMS TO BE CONSIDERED	
<p>4.1 Review, confirmation or appointment of:</p> <p>Vice-Chair of LGB – Cara Jones agreed to deputise in case of absence of John Irwin. Link Governor/s for Safeguarding and Wellbeing – Cara Jones and Ian Burns, supporting SLT Wayne Askham Link Governor/s for Teaching and Learning- Liz Shimwell and Clare Carol, supporting SLT Rachel York Link Governor/s for Leadership and Management – John Irwin and David Coldwell, supporting SLT Luci Windle Report format in place with one area to be discussed at each meeting.</p>	
<p>4.2 Abbey School – Change of Designation</p> <ul style="list-style-type: none"> The Trust Board considered the change of designation last week. Abbey is not legally designated for KS1 and Post 16 provision so pupils falling into these cohorts will remain/be added to the roll for Kelford. A proposal to consult on a change of designation, to include KS1 – KS5 (age 5 – 19 years) to be considered and take effect from 2017. This will increase numbers to 110 pupils, which is an increase of 10 age 5 - 7 places and 20 Post 16 places. The Paula Williams (RMBC) is support the proposal as there are insufficient places across the LA. This information has been posted on the school and Trust website to remain there for four weeks before submitting the proposal to the Regional Schools Commissioner (RSC). 	

- This change of designation will give wider opportunities for more able students in college.
- The Youth Club space has been renovated over the summer.
- LGB agreed to submit the proposal to consult to increase pupil numbers to 110 on re-designation.

Governor questions & challenges	Response	Further action(s)
<i>JJ: Are there any safeguarding concerns with mixing KS1 and Post students in terms of premises during breaks and assemblies?</i>	LW: There are segregated areas and breaks/dining areas/assemblies will be coordinated to ensure this is not an issue. Post 16 students unlikely to be on school site during some of their timetable.	N/A

4.3 School Budget Report

- TB apologised for the late submission and will get this to LGB members 1 week in advance of meetings in future.
- Standard/consistent reporting across all three schools and the Trust will be introduced.
- A monthly Trust report will feed into LGB's.
- There is currently a surplus in the budget and careful monitoring will be required.
- TB confirmed that the school have a good grip on the finances and that K Blakemore is very diligent on spend.
- Income is represented in yellow and expenditure in blue.
- Budget is based on 79 pupils.
- The CFO will analyse the budget from an independent position.
- LW commented that the school is very well resourced and there is still top-up funding to come.
- July agenda to include new budget planning and review for new financial year starting 1st Sept.
- There is currently £30K in the School fund for redevelopment of the outdoor area/playground. LW is getting in quotes. Signatories are in place for this fund and the account has been audited extensively.

Governor questions & challenges	Response	Further action(s)
<i>JJ: Will the budget setting shift due to the new financial year arrangements?</i>	TB: Yes this will now be done June/July for the new financial year commencing 1 st Sept.	
<i>CJ: Is there any way of recording and review what the school gets for</i>	LW: K Blackmore keeps this information separately to monitor non-expenditure for resources and what they are worth or would cost	

<p><i>free and can this be monitored?</i></p>	<p>the school if they were to pay for them. IB commented that the school runs on a lot of good will (e.g. Wilmott-Dixon for the caretaker's house).</p>								
<p>4.4 SEF Review</p> <ul style="list-style-type: none"> The review was circulated last term. 									
<p>4.5 SIP Update</p> <ul style="list-style-type: none"> This will be uploaded to the Governors area of the school website. LW will provide printed copies if requested 			LW						
<p>4.6 Termly Safeguarding Report and Action Plan</p> <ul style="list-style-type: none"> WA is overseeing this report and will attend LGB if/when necessary to give updates. IB and CJ's names to be added to the report. Possible Safeguarding training dates have been circulated and will be confirmed. An SLA is in place for June Williams to provide support and challenge on Safeguarding and she will do unannounced visits. A single central file will be created for review. Risk Assessment letters to be completed if letters of reference are not available. LW to request DBS for all Staff who have been employed for a long time. WC suggested that a policy be adopted across the MAT to review DBS applications every 5 years. 			LW						
<p>4.7 Termly Wellbeing Report</p> <ul style="list-style-type: none"> Use of Pupil Premium is one of the best examples in the country. It is costed and maintained half termly for every child to have a specific plan. IB reported that the mood and moral amongst staff is good although some staff have felt the pressure from the 1.5 day mock-Ofsted visit, whereas others have seen this as a good opportunity for a self-check. IB building dialogue with new staff and will continue with this. First day of term was used for team building day which was successful. LW and IB have had good feedback on the three new teaching appointments. IB and LS continue to be a good conduit for staff feedback and openness. Staff are aware that they are able to feedback to IB and that he will maintain confidentially when and where this is required and requested. 									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%; text-align: left;">Governor questions & challenges</th> <th style="width: 30%; text-align: center;">Response</th> <th style="width: 40%; text-align: center;">Further action(s)</th> </tr> </thead> <tbody> <tr> <td><i>TB: Has the school applied for the Pupil Premium Award.</i></td> <td style="text-align: center;">No.</td> <td style="text-align: center;">TB/K Blakemore to look at application.</td> </tr> </tbody> </table>			Governor questions & challenges	Response	Further action(s)	<i>TB: Has the school applied for the Pupil Premium Award.</i>	No.	TB/K Blakemore to look at application.	
Governor questions & challenges	Response	Further action(s)							
<i>TB: Has the school applied for the Pupil Premium Award.</i>	No.	TB/K Blakemore to look at application.							
<p>4.8 Termly School Site Health and Safety Report</p>									

- Capital spend is required to resolve issues with some areas of carpeting as well with some painting which will be done during October half term.

Governor questions & challenges	Response	Further action(s)
<i>JI asked for the report to be RAG rated.</i>		RAG rating to be carried out on the report.
<i>IB: do we have a 'wish list'?</i>	LW: Yes but this needs updating.	LW to update list.

- 4.9 Commission activity for safeguarding and wellbeing link governors.
- These reports will drive activity.

4.10 School SEND Statement and Annual Report

- This report has been done but not yet sent and will be reviewed on the next agenda.
- LW to circulate and upload to school website.
- The report is more aimed for mainstream schools but is a legal requirement.

4.11 LGB Training Needs Audit

- CJ has signed up for training at the end of September and is happy to attend any training that is appropriate.

LW

Governor questions & challenges	Response	Further action(s)
<i>WC: Has CJ completed the training needs assessment be completed and returning to CS?</i>		CJ to check and complete/return.
<i>JI: Will there be a training timetable?</i>		WC: Will look to rationalise training opportunities and circulate information.

4.12 Key messages for the Trust Board of Directors

- JI has the opportunity to feedback key messages from LGB to the Trust Board.

<ul style="list-style-type: none"> • Key messages to feedback from today’s meeting: <ul style="list-style-type: none"> ○ Staffing – Staffing is in a good position and SLT/LGB are happy with the recent teaching appointments. ○ Resourcing – The budget is well monitored and is currently running at a surplus. ○ Teaching and Learning – 86% of children are achieving expected levels of progress or above against a Target of 80%. Not all schools are using the same levels of assessment/expectations but Abbey’s fit in with national expectations of 1 sublevel of progress per term and full 1 level of progress each academic year. ○ Head of School Improvement will consolidate T&L across the MAT. 	
<p>5. ANY OTHER URGENT BUSINESS</p>	
<p>5.1 To consider any urgent business agreed by the Chair.</p> <ul style="list-style-type: none"> • Head teachers performance report will be endorsed at LGB and Trust Board Level (CEO and another director) by 31.10.16. • LW to process pay progression paperwork with recommendations and reasons. <p>5.2 Appointment of Assistant Head. THIS ITEM WAS DEEMED CONFIDENTIAL PLEASE SEE APPENDIX 1 FOR INFORMATION</p> <p>5.3 New Teacher Appointment.</p> <ul style="list-style-type: none"> • Very good feedback being received. <p>5.4 Minutes of previous meeting.</p> <ul style="list-style-type: none"> • These were not tabled on the agenda and will be discussed under AOB on this occasion. • Minutes to be circulated 2 weeks ahead of the meeting for future meetings • Members asked to check for accuracy and inform RM of any amendments. <p>Action Points</p> <p>Action 1. Timetable of dates has been circulated Action 2. WC is advertising for additional governors on the Nexus website. Action 3. RGfL accounts are set up and issues with Apple systems resolved by IB. Action 4 - 7. Health and Safety to be included in regular updates.</p> <p>ACTION 4 WAS DEEMED CONFIDENTIAL PLEASE SEE APPENDIX 1 FOR INFORMATION</p> <p>Action 8: Declaration of interest not yet received from CC. Action 10. Time-lapsed photographs of the Caretakers House renovation was not possible. However students have been involved on a work experience basis and have taken photographs of the progress. Grand opening being planned by Wilmott-Dixon.</p> <p>Minutes:</p> <ul style="list-style-type: none"> • Page numbers to be changed in header. 	<p>LW</p>

<ul style="list-style-type: none"> • Termly reports to be discussed at the 2nd meeting of each term. • Policies are all up to date and some of the school policies have been replaced by those of the MAT. • LW to revise where necessary and circulate/update on the website. • JI asked that all governors are aware of the policies. • LW will flag up at each meeting if there have been any policy revisions and which policies have been referred to. • WC to arrange a staggered cycle for reviewing policies for the MAT and school. • School Bus – IB has signed up for Governors to receive summary updates via email. 	TB TB WC LW LW WC
6. CONFIDENTIALITY	
<p>6.1 To consider the confidentiality of any items discussed during the meeting</p> <p>Item 5.1 Matters around the Assistant Head. SEE APPENDIX 1</p> <p>Item 5.4 Matters around the access road to be classed as confidential SEE APPENDIX 1</p>	
7. DATES OF NEXT MEETINGS	
<ul style="list-style-type: none"> • Abbey School LGB – Tuesday 1st November 2016, 13:00-15:00 at Abbey School • Abbey School LGB – Tuesday 29th November 2016, 13:00-15:00 at Abbey School • Abbey School LGB – Tuesday 10th January 2017, 13:00-15:00 at Abbey School • Abbey School LGB – Tuesday 7th February 2017, 13:00-15:00 at Abbey School • Abbey School LGB – Tuesday 21st March 2017, 13:00-15:00 at Abbey School • Abbey School LGB – Tuesday 2nd May 2017, 13:00-15:00 at Abbey School • Abbey School LGB – Tuesday 13th June 2017, 13:00-15:00 at Abbey School • Abbey School LGB – Tuesday 18th July 2017, 13:00-15:00 at Abbey School 	

Minutes Approved

CHAIR	SIGNATURE	DATE
JOHN IRWIN		01/11/2016