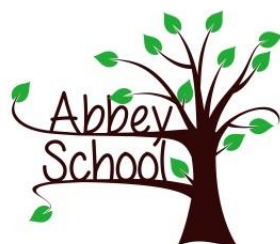


**Abbey School Local Governing Body
Leadership & Management
Tuesday 26th September 2017 at 12:00
Abbey School**

ACTION POINTS SUMMARY SHEET

Actions	By & Target Date
<p>18.2 29/11/16</p> <p>Training room may also be used for students so LW will look into the costs to invest in a Pod, as this generates income. 02/05/2017 – After consideration it has been agreed to go ahead with the possibility of purchasing a pod. One quote received does not include any storage space. Costs would be spread out over 5 years, but planning permission will be required along with the cost of tarmac for a carpark. Quotes will be obtained and the school will work with the CFO to progress the matter and will keep the LGB informed</p> <p>13/6/17 Just waiting for the 3rd quote and TB will look at the long term implications for the budget. The cost will be over 50k so the trust board will need to sign off in July.</p> <p>18/07/17 There has been an approach from another LA for 12 placements. The viability of this is currently being considered including all accommodation options.</p> <p>26/09/17 – the school has just about reached its limit with car parking. Barnsley requested additional placements at the end of last year and we are currently looking at the SLA relating to the funding of an additional classroom.</p> <p><i>CJ - How long will we be waiting?</i></p> <p><i>LW – when everything is in place?</i></p> <p><i>CJ – do you think it will be this year?</i></p> <p><i>LW – it will be Easter time as we need to bring in a staff team</i></p> <p><i>TB – where on site will it be?</i></p>	<p>LW 17/10/17</p>

	<p><i>LW – out in the back car park or on the hill near wind turbine or it could be next to the external building.</i></p> <p><i>JC – are RMBC aware of this?</i></p> <p><i>LW – yes and they are both interested in placements here but we are a long way off sorting out accommodation. I don't want mobile classrooms I want a permanent building</i></p>	
52.1.1 02/05/17	<p>Access Road – CFO to chase up LA signing over lane to Nexus 13/06/17 – TB chasing LA and waiting for this to be resolved 18/07/17 – TB has been in touch with the Local Authority who are providing a quote for passing bays and also looking at a two- way road</p> <p>26/9 still ongoing and the authority are completing plans. It is likely to be Easter before permission may be granted</p>	CFO/TB Ongoing
67.8 18/07/17	<p>TB to establish cost of fire alarm going directly through to fire service 29/6 – still waiting for the information regarding costs</p>	KB/LW 05/12/17
5.2 26/09/17	Clerk to raise issue re DB non-attendance to LGB with CEO/Executive Clerk	Clerk
5.2 26/09/17	TB to provide LGB with Role Description for Finance Link Governor	TB 17/10/17
5.2 26/09/17	LW to pursue the people interested in becoming Governors of the LGB	LW 17/10/17
5.3 26/09/17	Clerk to ask for 2 dates when Leading Edge Associates are able to come into the school	Clerk ASAP
5.3 26/09/17	TB to obtain information from Leading Edge Associates about their brief and process of the meeting	TB Completed
5.5 26/09/17	LW to take forward the approval of the LGB to increase the number of inset days	TB 17/10/17
5.7 26/09/17	JC to take the issue relating to Children's Social Care and CAMHS to Trust Board	JC Next meeting



**Abbey School Local Governing Body
Teaching and Learning
Tuesday 26th September 2017 at 12:00
Abbey School**

Attendees:

Mary Smith	Chair Abbey School LGB	MS
Luci Windle	Headteacher	LW
Liz Shimwell	Teacher Governor	LS
Deborah Berry	Parent Governor	DB
Alan Jones	Governor	AJ
Cara Jones	Parent Governor	CJ
Jim McIntosh	Governor	JMc

Also Present:

Diane Hyner	Clerk to Nexus MAT	CS
Tracey Brooke	Chief Finance Officer	TB
John Coleman	Director	JC
Jill Walker	HOSI	JW
Pippa Stothard	Clerk to Nexus MAT	PS

Apologies:

Warren Carratt	CEO Nexus Mat	WC
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Apologies not received:

Daniel Buckley	Governor	DB
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1. APOLOGIES FOR ABSENCE	Actions
<p>1.1 To accept apologies for absence</p> <ul style="list-style-type: none"> • Apologies from WC <p>1.2 To receive, but not accept apologies for absence Apologies accepted</p>	
2. ITEMS OF URGENT BUSINESS	
<p>2.1 Chair to determine any items of urgent business to be considered</p> <p>MS noted thanks for IB previous Governor and SB previous Chair of the LGB for their service on Abbey School LGB.</p> <ul style="list-style-type: none"> • H&S inspection • First Parents meeting 	
3. DECLARATION OF INTERESTS	
<p>3.1 Individual Governors to declare any personal, business or other governance interests on any item on the agenda None declared</p>	
4. ABBEY LOCAL GOVERNING BODY MINUTES	
<p>4.1 To approve the minutes of the following meetings: Abbey Local Governing Body meeting held on 18th July 2017</p> <ul style="list-style-type: none"> • Minutes approved and signed <p>4.2 Matters arising from the Minutes</p> <ul style="list-style-type: none"> • There were no matters arising 	
5. ITEMS TO BE CONSIDERED	
<p>5.1. Code of Conduct – Annual Review</p> <ul style="list-style-type: none"> • All have read the Code of Conduct. • Governors present signed the agreement to abide by the Code of Conduct • The Code of Conduct document is in line with National Governors Association 	

5.2. Review, confirmation or appointment of:

- Vice-Chair of LGB – **Cara Jones to continue**
- Link Governor/s for Safeguarding – **Cara Jones**
- Link Governor/s for Teaching and Learning – **Daniel Buckley to be confirmed at the next meeting**
- Link Governor/s for Wellbeing – **Deborah Berry**
- Link Governor/s for Finance – **Jim McIntosh**
- Looked After Children – **Deborah Berry**
- MS and Clerk raised concerns re DB poor attendance at LGB meetings – Clerk to raise issue with CEO and Executive Clerk
- There are a number of people who have expressed an interest in joining the LGB

JMcI – we do not have a role descriptor for the Finance Link Governor

TB – I will be writing the role description and will distribute it

5.3. LGB Self Evaluation

- A company called Leading Edge Associates will be completing an external review of the governance arrangements in all of Nexus MAT schools
- This is to review current arrangements and to get a baseline of where we are at and to look at what is good practice and where there may be a need for further development.
- There will be 2 consultants who will come into school on an agreed date and appointments will have been made for individual governors to meet with them. It is an opportunity to be frank and honest about your experience. There is the possibility of telephone interviews for any governor who are unable to come into school.
- The review needs to be completed by the end of October
- Two dates to be obtained from Leading Edge so meetings can be arranged

CJ – will there be general feedback or will it be on an individual basis?

TB – it will be anonymous general feedback, it is an overview of what needs to be done going forward in relation to development and support for LGB's.

MS – is there some information that we can have prior to meeting so we are prepared?

TB – you do not need to be prepared.

MS – do governors feel that they have been on the LGB long enough to be part of this?

JC – I feel it would be good for new governors to be included so they can talk about their experience to date.

CJ – last year we did send info regarding development – is this the same?

MS – it may be helpful that an email with a brief from the company to say what their brief is

<p><i>JC- I think it is about us being the best we can be and seeing what ideas people have.</i></p> <ul style="list-style-type: none"> • There will also be a self- evaluation form for all governors to complete. This will be sent out in the next week or two. This is to help identify any training which governors feel they may need. Nexus MAT will collate the information and set up relevant training for governors. 	
<p>5.4. School SEND Statement and Annual Report</p> <ul style="list-style-type: none"> • Report distributed with papers • Pupil numbers have increased to 110 • Age range changed and now includes KS1 and 6th Form. • The standard school offer is on the school website 	
<p>5.5. School Term Dates 2018/19</p> <ul style="list-style-type: none"> • Staff are requesting that the number of inset days is increased from 5 to 6 days. This is to allow joint training with other schools in addition to the mandatory training required. • TA's will also be able to join in the training in school • This will have cost implications for the school <p><i>CJ – will this have a positive impact and where will the day be tagged on?</i></p> <p><i>LW – As the children's needs are complex, additional training is required. The additional day will focus on school improvement, so there will be a positive impact on the school. The additional day will be the end of a term.</i></p> <ul style="list-style-type: none"> • All Governors present agreed with the proposal • LW to take forward to other Headteachers 	
<p>5.6. SEF Update</p> <ul style="list-style-type: none"> • The SEF document has been reviewed with minor amendments. • The SEF is updated periodically through the year • This is an overview document for people to come into the school and see the lines of enquiry • There is a lot of debate about whether or not we meet the Ofsted criteria of an outstanding school and this is where we will work with JW to look at this. At the moment SLT is grading the school at 2+ • LW will visit a number of outstanding schools to see what they do and why they are rated as outstanding 	

JC – as a trust it is important that we can see school improvement and, where schools are reluctant to judge themselves as 'outstanding' we could instead use different language like "high performing areas" where we can evidence that the school is performing at the highest level.

LW – last year in a report to parents we said we went from good to 'great' a term which engages the parents – they are happy for their school to be a 'great' school.

JMcI – does the definition have to be rubber stamped?

LW – yes our Ofsted window opens in June next year

LW – if I score the school low and Ofsted think we are outstanding they will criticise that we do not know the school.

CJ – I was confused when it says all teaching is good or outstanding – is it just the good teachers that keep you back?

LW – If a number of teachers are rated as Good it will prevent the move to Outstanding. Teachers are no longer meant to be given judgements, however our teachers have asked for these to continue.

CJ – Is it that we can't be outstanding because we are stuck? Is that something that can change or not?

LW – We need external verification to confirm the rating of Outstanding

LS – The rating has moved up from last year and numbers have of senior leaders has moved up and lots of work has taken place to support teachers to improve. All of the time we are on top so it feeds into the SEF

LW – we can see we are constantly moving forward which is a definition of outstanding

JW – I will be coming into schools and also there will be a review completed by an ex Ofsted inspector who has worked in all of our schools previously. We will visit the schools separately and give a judgement which will be matched up and a plan of what work needs to be completed prior to the Ofsted inspection next year. This will take place in November.

JMcI – is that likely to effect the SEF?

JW – you make it into consideration but LW may not want to change the SEF

MS – it maybe something we as a LGB can consider our part in this

5.7. SIP Update

- The report is the same as last year and feeds every half term into the larger document
- There is a summary document showing what it looks like on a week to week basis
- The colours on the chart are because we are putting ourselves forward for the Parents Charter this year
- We wanted this document to be part of our development plan.
- We are here to improve the lives of our children and families and they are the centre of what we do

JC – did you make this document up as I think this is high performing and tells us exactly what we need?

LW – it is something I wanted to do last year.

JC – I want to re-iterate that this is an outstanding report.

JW – At a training session I attended all of the staff understood the priorities and even as someone new when I read this I understood what the priorities are.

JC – it is great hearing staff understand this – do children and parents understand this?

LW – students do know and we will be working with parents as part of the Charter.

CJ – can you explain what the charter is?

LW - It is an external accreditation and we are supported by an Educational Psychologist team around how can we make things better for our families looking at what is good and what could be better.

CJ – this is about working better with parents – do you have to pay for this accreditation?

LW – The school funds it and staff will receive extra training to enable them to help parents.

LW – the key word in co-production – it is about parents being at the centre with the child and then working with external agencies to support the family

CJ – this is something that the school does and I see it every day.

LW – we have an increasing number of LAC who have a different way in which they are parented. We have pockets of groups where we need to work with parents

MS – is there a role for the LGB to work with this?

DB – the training says HT/Staff – is there training for parents?

LW – Wayne will be our charter lead and will contact the LGB in relation to governors attending relevant training.

TB – some other schools in the trust want to bring an additional person as a support worker into school. Is this something you will do?

LW – we have an external support team who deal with issues. The team is based outside of the school classroom.

JC – we have other schools in the trust, are any of them going for the Charter?

LW – Kelford and Abbey are doing it this year and there is some negotiation around the cost.

TB – the cost element needs to be included in budget forecasts and if it is not in your budget figures it may need to be taken to the Trust Board to approve the revised budget.

JB – This is a positive thing to undertake and it sends a positive message from the trust and incorporates the values within the trust.

MS – is there a time frame to obtain this charter?

LW – it normally is 2 years but I think it will be quicker.

SIP continued

- Securing a curriculum and important that independence is high
- Looking at academic research project for staff using half a day PPA and half a day CPD
- Staff are day visiting different settings for half a day and at the moment and projects are being negotiated
- Jill Robinson has asked if Abbey would like to be a pilot school as part of the Rochford Review into P Levels
-

JC – is this commissioned?

LW – there are 6 schools and JR will take the lead and will send out the information

- The report includes a lot around academic development for staff

JW – does that include TA's?

LW – No due to the cost of them being out of the classroom but there is targets set it their development plan

- There is discussion with Rotherham Parent Forum and looking at possible joint ventures to further skills of post 16 students.
- Teachers are putting on lessons sharing good practice and staff can go and watch.
- We have "bring and brag" meetings where staff share good practice

- There is also a T&L half page flyer with suggestions about what to read

JC – all of the ideas you have gone through are good – it takes a lot of nerve for staff to do that. I am blown away by this and I would like to see this shared across the MAT.

LW – yes we will bring this to the conference.

MS – I liked to see that staff wore the tee shirts in the training session and that they had involvement and it feels like this is becoming embedded.

JW – LW wants the school to be outstanding for 365 days not just the day of the review.

JC – we need a different language and break it down to show we are making progress

- Leadership and Management- 3 mandate groups have been created, Community, Sensory Needs and Outdoor Learning with teachers, NQT's, RQT's leading these groups. These have been asked to put a campaign together to get other teachers to join the groups.
- Middle leaders now need to show the impact
- Elections are now underway for the school council
- The next steps for the school is becoming the centre of excellence which fits in with the outcomes of the Charter
- We are looking at apprenticeships for our students in their last year rather than them being school based.
- There has been a visit to Harrogate to look at how they manage apprenticeships

JW – it is looking through to key stage 3 as it doesn't have to wait for key stage 4 to begin giving hopes and aspirations.

LS – The Parent Forum will be holding a conference on the 10th November and our students are going to produce flyers and posters for the conference.

- Looking at KS4, the figures look so different from last year and we need to be on our toes and adapting and getting the personalisation right
- SLT will be working with Pennine View and the Willows looking at assessments in all subject areas.
- CPOMS – data base which holds safeguarding information and behaviour incidents – it is an overview but we still hold paper records

TB – The expenditure codes are at the side in the report – is there anything in the budget you are worried about?

LW – no as we have had an additional 8 children since the budget was set.

TB – the board approved the budget when it was set and this will be reviewed and approved for the changes

CJ – this shows me exactly what the money is being spent in.

JMc – What are you worried about?

LW – Safeguarding and the challenges around Social Care and CAHMS.

LW – I have invited Ian Thomas, Director of Children’s Services into school to discuss the issues

MS – is that something that links in with Wellbeing?

TB – this links in with the LGB risk register which is going to be introduced. That is the type of risk you would record and also specify what mitigating actions you have put in place to minimise the risk. Where an LGB cannot manage the risk effectively, it can be escalated to Trust Board level who can provide further assistance to try and resolve the issue/risk.

LW – we do get a lot of support from WC around this

JC – it would be helpful if the Trust co-ordinated the response to include other organisations and that this is sent to the Chief Exec of RMBC

CJ – your concern is the same as other schools, is this going to be picked up by the Trust Board?

JC – I will take this to the Trust Board

5.8. Teaching & Learning Report – whole school analysis

- Explanation given around the breakdown of the data including additional information relating to GCSE results

CJ – LAC progress is lower than peers, is that because of the difficulties they have?

LW – we work really hard with our LAC but we can’t compete with the challenges caused when the children are being moved from placement to placement. This is unsettling for them.

CJ – do you think the results will improve and LAC will they be the same as their peers?

LW – if you take 2 out of the figures the rest of the LAC are the same as their peers

MS – overall the progress of pupils is outstanding

LW – yes it is – we have always worked on 80% of pupils being good or above which results in an outstanding rating.

MS – this is a cause for celebration – thank you to all of your staff who has helped to achieve this

<p><i>LW – for me it is the range of qualifications that employers look at.</i></p> <p><i>AJ – what is the destination of some of the children leaving the school</i></p> <p><i>LW - 1 has gone to college,1 to Hilltop to post 16 and the rest have stayed with us</i></p> <p><i>LS – most of our students would have achieved entry levels but when they have gone to college they have been asked to join groups of lower levels. Some students have been isolated which has resulted in them regressing. The provision wasn't right for our students and the cost is phenomenal and the students were not achieving.</i></p> <p><i>LW – you have to get to a position where we do not affect their life chances</i></p> <p><i>JW – we need to hold colleges to account. It needs team work with colleges</i></p> <p><i>AJ – is there something that can be done?</i></p> <p><i>LS – we are working with Diane Frost and all secondary schools. There will be an employment conference and I want all of our students to attend to meet employers.</i></p> <p><i>LW – Fortimen are a good company and we are looking towards apprenticeships and we need to get other companies on board and it may be our students do not need to go to college</i></p> <p><i>LS – if we can complete our own health and safety check it would help as the company we use is really slow and delays students getting into work</i></p> <ul style="list-style-type: none"> ● Pupil Voice Report ● Abbey have been working with School Improvement Partner Jill who is an external assessor. ● No staff present when she talked to pupils when she completed a walk round school ● Pupils clearly understood what we are doing and they were confident in knowing how the school worked and they talked about figures. ● This report is on the school website 	
<p>5.9. Teaching & Learning Link Governor Report</p> <ul style="list-style-type: none"> ● No report presented 	
<p>5.10. Commission Activity for Teaching & Learning Link Governor</p> <ul style="list-style-type: none"> ● Link Governor not present 	
<p>5.11. Curriculum Presentation (HT to agree)</p> <ul style="list-style-type: none"> ● No presentation 	
<p>5.12. Governor Hub</p>	

<ul style="list-style-type: none"> • There is to be a new place for storing and sharing document for all of the LGB and Trust Meetings. The system is called the Governor Hub • Clerks will link each governor to the relevant LGB and once this is done each governor will receive and email with a link for them to sign into the governor hub. • Prior to meetings the Clerk will upload all of the documents and click on the share button which will automatically generate an automated email to governors which contains a link to the relevant documents. • This will ensure safe storage of documents and also reduce the number of emails containing a large amount of attachments being sent to governors • You will still be able to request papers to be printed for the meeting is required <p><i>JC – this is a place where you can decide what documents and reports you want to see other than LGB papers</i></p>	
<p>5.13. Chair/CEO verbal update of key issues from Trust Board of Directors</p> <ul style="list-style-type: none"> • Nexus has won the contract from RMBC to provide Extended Services for our schools • There is a review from an external company of our Communications Policy • A new committee has been set up called the Headteacher & Chair advisory committee. This committee will share experiences and advise the trust board of emerging issues • Nexus has been won an award in the National LGA awards held in London • Budgets have been signed off at the last board meeting and you will need approval for any changes to budgets in the future • <p><i>MS – do we have budget information?</i> <i>TB – It will be present for the Leadership & Management LGB meeting. I would like to thank Luci and Karen for their hard work completing the financial information for the budget setting.</i></p>	
<p>6. ANY OTHER URGENT BUSINESS</p>	
<p>6.1. To consider any other urgent business agreed by the Chair</p> <ul style="list-style-type: none"> • Abbey has been randomly selected for a H&S inspection. The visit will last for 5 hours and will take place on the October 12. It is being completed by the insurance company who insures schools across the country. • An interim inspection will take place by RMBC to check everything is in place <p><i>MS – picking up what we have been talking about showing progression, would it good to see where we were and where you are now?</i></p>	

<p><i>TB – there will be a report giving advice on anything that may need to be changed.</i></p> <p>6.2 Parents meeting</p> <ul style="list-style-type: none"> • The first meeting was last week and really well attended including parents from Barnsley. • Parents had the opportunity to see round the school • It was a good start and we will have further days when the families can come in over the year. 	
7. CONFIDENTIALITY	
<p>7.1 To consider the confidentiality of any items discussed during the meeting</p> <ul style="list-style-type: none"> • No items in the meeting were deemed as confidential. 	
62. DATES OF NEXT MEETING	
<p>Tuesday 17th October 2017 at 12:00 – 14:00 – Abbey School – Safeguarding & Wellbeing Tuesday 5th December 2017 at 12:00 – 14:00 – Abbey School – Leadership & Management Tuesday 30th January 2018 at 12:00 – 14:00 – Abbey School - Teaching & Learning Tuesday 13th March 2018 at 12:00 – 14:00 – Abbey School - Safeguarding & Wellbeing Tuesday 24th April 2018 at 12:00 – 14:00 – Abbey School - Leadership & Management Tuesday 15th May 2018 at 12:00 – 14:00 – Abbey School - Teaching & Learning Tuesday 19th June 2018 at 12:00 – 14:00 – Abbey School - Safeguarding & Wellbeing Tuesday 10th July 2018 at 12:00 – 14:00 – Abbey School - Leadership & Management</p>	

Minutes approved

CHAIR	SIGNATURE	DATE
Mary Smith		

