



**Abbey School Local Governing Body
Safeguarding & Wellbeing
Tuesday 16th October 2018 at 12:00
Abbey School**

Attendees:		
Luci Windle	Headteacher	LW
Mary Smith	Chair	MS
Peter Macaulay	Support Staff Governor	PM
Also Present:		
David McNaught	Assistant CEO	DM
Jill Walker	School Commissioner for Nexus	JW
Tyson Gee	School Behavioural Lead	TG
Wayne Askam	Deputy Headteacher	WA
Apologies:		
Ivy Dorchester-Brown	Governor	ID-B
Jim McIntosh	Governor	JMcI
Sonia Seymour-Thackery	Parent Governor	SS-T
Bob Toms	Governor	BT
No Apologies:		
Observers:		
Zoe Berry	Teaching Staff Governor	ZB
Sue Hodgkinson	Parent Governor	SH
Jill Tune	Governor	GT

1. APOLOGIES FOR ABSENCE	Actions
1.1 To receive apologies for absence:	

Apologies were received from: JMcI + ID-B + SS-T + BT	
1.2 To accept apologies for absence: Apologies were accepted as above.	
1.3 Approval of new Governors <ul style="list-style-type: none"> • Zoe Berry • Sue Hodgkinson • Jill Tune <p>Proposed governors' appointments were not made due to the meeting not being quorate. Proposed Governors remained in the meeting as Observers.</p>	Full LGB Board to approve at the next meeting
2. ITEMS OF URGENT BUSINESS	
2.1 Chair to determine any items of urgent business MS raised a matter regarding a staff leave request.	
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 25 th September 2018: The minutes' approval was deferred until the next meeting as the meeting was not quorate. Minutes to be approved at the next meeting.	
4.2 Review of Action Tracker - See updated Action Tracker.	
4.3 Matters arising from the Minutes The actions were updated above Other items raised: Deferred to the next meeting, as the meeting was not quorate. To be discussed at the next meeting.	
5. POLICIES	
5.1. Policies for Review <ul style="list-style-type: none"> a) Accessibility Plan Policy b) First Aid Policy c) Promoting British Values 	LGB to approve at the next meeting

<p>No issues were raised, but the policies would be approved at the next meeting as the meeting was not quorate.</p>	
<p>5.2. New Policies</p> <p>a) Child Protection & Safeguarding Policy b) Extremism and Terrorism Policy</p> <p>No issues were raised, but the policies would be approved at the next meeting as the meeting was not quorate.</p>	<p>LGB to approve at the next meeting</p>
<p>6. ITEMS TO BE CONSIDERED</p>	
<p>6.1. SIP/SEF Update</p> <p>LW reported that these documents were up to date and that she had recently met with DM to review them. DM reported that the full documents only needed to be tabled in full on a termly basis – but any significant changes would be reported through this standing agenda item.</p>	
<p>6.2. Termly External Safeguarding Audit Report</p> <p>LW reported that the school had received an external review of its policy and procedures by June Williams as part of the Trust wide review. Feedback from this was positive. LW provided an update on e-safety. A check of the Single Central Record also formed part of this review. DM indicated that the next review would look at the safeguarding processes through the lens of behaviour.</p>	
<p>6.3. Termly Safeguarding Report</p> <p>A safeguarding walk has taken place with BT and LW which formed part of the overall Health and Safety findings. LW provided an update on safeguarding training, including safer recruitment. Staff are provided with a weekly update through the Andrew Hall safeguarding website. LW reported an increase in the number of Looked After Children (LAC). DM stated that the Trust has drafted LAC policy to be linked to the Safeguarding Policy.</p>	
<p>6.4. Safeguarding Link Governor Report</p> <p>No report submitted.</p>	
<p>6.5. Termly Wellbeing Report</p> <p>Jill Newbolt and LW have submitted a written report. The main discussions point were: Attendance, Pupil and Family Voice and Behaviour. Within the discussion about behaviour, there was a particular focus on violent incidents and its reporting.</p>	
<p>6.6. Wellbeing Link Governor Report</p> <p>No report submitted</p>	
<p>6.7. Termly School Site Health & Safety Report</p>	

<p>Karen Blakemore joined the meeting to report on Health and Safety. A written report was submitted, including an external risk audit commissioned by the school. Identified areas have been actioned. DM indicated that the Trust were currently reviewing external support for health and safety. Action - Action Plans and Logs to be initialled as 'seen' by the Link Governor.</p>	Action
<p>6.8. Chair/CEO verbal update of key issues from Trust Board of Directors DM – Leadership Summit reminder for 13th November.</p>	
<p>7. GOVERNANCE MATTERS</p>	
<p>7.1. Governors to report on:</p> <p style="padding-left: 40px;">a) Any function exercised on behalf of the LGB Non reported</p> <p style="padding-left: 40px;">b) Any training and development undertaken Non reported</p> <p style="padding-left: 40px;">c) Visits to schools within the MAT Non reported</p>	
<p>8. ANY OTHER URGENT BUSINESS</p>	
<p>8.1. To consider any other urgent business agreed by the Chair Staff leave request was discussed and actioned by MS and LW with guidance from DM. Action – LW to draft a letter for MS to approve.</p>	LW 04/12/18
<p>9. CONFIDENTIALITY & RISK</p>	
<p>9.1. No items were deemed as confidential Safeguarding numbers</p>	
<p>9.2. No items were deemed as a risk</p>	
<p>10. DATES OF NEXT MEETING</p>	
<p>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</p>	

Tuesday 2 nd April 2019 at 12:00 – 14:00 – Abbey School - Leadership & Management Tuesday 14 th May 2019 at 12:00 – 14:00 – Abbey School - Teaching & Learning Tuesday 18 th 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 9 th July 2019 at 12:00 – 14:00 – Abbey School - Leadership & Management	
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Minutes approved

CHAIR	SIGNATURE	DATE
Mary Smith		04/12/18