



**Abbey School Local Governing Body Meeting
Tuesday 12th July 2016 at 13:00
at Abbey School**

ACTION POINTS SUMMARY SHEET

Actions		By & Target Date
1	CS to circulate the timetable of MAT meetings.	CS 21.6.16
2	LW to look into advertising for additional Governor through the LA website.	LW 30.6.16
3	Members to check that they are able to access RGfL email account and report any issues to IB.	All 24.6.16
4	LW to update outcome of H&S assessment on access road at next meeting	LW 20.9.16
5	IB to map out site plans/boundaries for next meeting.	IB 20.9.16
6	Report of Property to be circulated and reviewed at next meeting.	LW 20.9.16
7	Funding options for improved access to be considered.	LW 20.9.16
8	LW to ask CC to complete Declaration of Interest papers and return to CS.	LW/CS 25.6.16
9	LW to check with Steve Booth on date of adoption of the Policies.	LW 25.6.16
10	IB to look into possible time-lapse photo sequencing during the project.	IB 1.7.16



Abbey School Local Governing Body Meeting Tuesday 12th July 2016 at 13:00 at Abbey School

Attendees:

John Irwin	Chair Abbey School LGB	Jl
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

Also Present:

Rachael McHaffie	Clerk	RM
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Apologies:

See 7.1

7. APOLOGIES FOR ABSENCE	Actions
7.1 To accept apologies for absence <ul style="list-style-type: none"> • David Coldwell • Clare Carol 	
7.2 To receive, but not accept apologies for absence <ul style="list-style-type: none"> • N/A 	
8. ITEMS OF URGENT BUSINESS	
8.1 Chair to determine any items of urgent business to be considered <ul style="list-style-type: none"> • Transport • LGB Work Plan • MAT appointments • SY Pension Scheme (WC) • School Development Plan (LW) 	

- Building Works – to be addressed under AOB.
- Caretakers House renovation will be completed by September at zero cost to the school
- Playground plans are still being developed in consultation with the School Council to be funded by the School Fund which stands at approx. £30K.
- Data – LW to send an overview of LGB. KS4 data will be available end of August. Vocational qualifications will not be reflected in the data. No trend is evident for Pupil Premium children.
- British Values were praised by HMI. Currently 9 languages are spoken at Abbey within a multi-cultural environment.
- Whole School Development plan has a focus on wellbeing. Healthy minds are crucial and a holistic approach and mindfulness are implemented.

LW

Section 4: Personal Development, Behaviour and Wellbeing.

- Two pupils are now ambassadors for the EU 'Enable Project'.
- Two pupils have been selected for the Special Olympics in a link with Aston Academy.
- LW received the Hallam FM Hero award for Teacher of the year.
- Good practice continues with Safeguarding and HMI had no concerns. Maxine was highly commended by HMI, but this was not reflected in the report.

Section 5: Conclusion and looking to the next HT's report

- School development plan will grow with the MAT.
- Staff to mobilise between schools to maximise on strengths and expertise.
- Rachel to roll out use of EAZMAG and use of iPad/technology to all staff with ongoing training. This to be included as appraisal targets for TA's next year.
- Developing an assessment system will have its difficulties as all children are different, with very different needs.
- LW to visit Diane Reynard's school to view good practice.
- Development of middle leaders to be a focus area for next year.

Governor questions & challenges	Response	Further action(s)
<i>JJ: Do deficit/ surpluses remain within individual schools or are absorbed within the MAT?</i>	WC – Individual schools balances budgets remain with school.	None
<i>CJ: What % of parents responded to termly collection of views?</i>	LW: Approx. ¾ responded. Roma families did not respond. LW followed up on any negative feedback with telephone conversation.	
<i>IB: Is it worthwhile sending out a translated Roma version questionnaire?</i> <i>JJ: Is there a visual alternative?</i>	LW: Many Roma families do not read well and their language is largely spoken rather than written. LW: With only 8 families it may be worthwhile having termly 1:1's.	LW to consider alternatives to engage Roma families is feedback.

<i>IB: Is it possible to view the appraisals?</i> <i>CJ: Are the realistic?</i>	LW will provide anonymised versions. LW: yes - they fit the national level of expectation but are bespoke and personalised.	LW to share with LGB.	
<i>IB: Are pay grades appropriate?</i>	NQT, RQT and middle leaders are in line with expected levels.	LW to review with WA.	
10.2 Budget Monitoring Report <ul style="list-style-type: none"> Budget monitoring position sheet to be brought to each LGB meeting for review 			
10.3 HR Report <ul style="list-style-type: none"> Currently 1 TA short for next year. This post has been advertised but there may be potential surplus staff at Hilltop that may be suitable to fill this position. LW reported that staff are being put forward for development/qualifications. A lot of professional underpinning is done and this can add value to school, help understand the theories of teaching, learn new methodology around practices and how this impacts on groups. WC commented that the fees for gaining degrees are very high. Hilltop and Kelford can learn a lot from Abbey and as the schools grow there will be opportunities to deploy staff on other pathways to enable growth. Reflective practice is very valuable. LW is looking at NAPTA to get a price reduction/ deal. This is for an online assessment tool to RAG rate themselves for SLT. 			
Governor questions & challenges	Response	Further action(s)	
IB asked if these were nationally recognised.	LW – yes, staff gain a qualification and experience along with the opportunity for professional development.		
11. GOVERNANCE REVIEW			
11.1 Updating LGB Governance contacts Completion of Governor declarations, pecuniary and business interests and safeguarding paperwork <ul style="list-style-type: none"> Completed forms from Claire Carroll outstanding. LW to follow up. New DBS checks for all Governors will be carried out by S4S when their portal is ready (will be via a company called Strictly Education, Clare will contact when to be completed) 			LW ALL/CS

<p>11.2 To review Policy Review Schedule</p> <ul style="list-style-type: none"> 3 Heads have reviewed policies and these are to be updated on the website. Touch Policy has been reviewed as per HMI guidance and LW to send to WC for feedback. Differences been touch and hold highlighted. <table border="1" data-bbox="134 405 1283 763"> <thead> <tr> <th data-bbox="134 405 507 477">Governor questions & challenges</th> <th data-bbox="507 405 1019 477">Response</th> <th data-bbox="1019 405 1283 477">Further action(s)</th> </tr> </thead> <tbody> <tr> <td data-bbox="134 477 507 584">IB: How does this affect children who have suffered abuse?</td> <td data-bbox="507 477 1019 584">LW: Children are taught the different between good and bad touch</td> <td data-bbox="1019 477 1283 584"></td> </tr> <tr> <td data-bbox="134 584 507 763">WC: How are school staff being trained of the policies and procedures?</td> <td data-bbox="507 584 1019 763">LW: All policies are currently working. LS: Policies are displayed in some class rooms, and will push to revise and remind staff.</td> <td data-bbox="1019 584 1283 763"></td> </tr> </tbody> </table>	Governor questions & challenges	Response	Further action(s)	IB: How does this affect children who have suffered abuse?	LW: Children are taught the different between good and bad touch		WC: How are school staff being trained of the policies and procedures?	LW: All policies are currently working. LS: Policies are displayed in some class rooms, and will push to revise and remind staff.		LW/WC
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<p>11.3 To receive reports on any governance-related training and development undertaken by members of the Local Governing Body</p> <ul style="list-style-type: none"> Learner's First programme of courses circulated – developing course feedback forms to share information. Please let Clare know of any courses attended 										
<p>11.4 To receive reports from members of the Local Governing Body with specific responsibilities, including feedback from any Governor visits to the school</p> <ul style="list-style-type: none"> Governors to bring feedback from monitoring or visits on their focussed areas of responsibility to future meeting. This will ensure good audit of governance practice. 	ALL									
12. FOR NEWLY OPENEND ACADEMIES										
<p>12.1 To prepare and submit to the EFA the online Budget Forecast Return</p> <ul style="list-style-type: none"> LW to complete this with the help of SBM and WC. Forecasting difficult at this stage due to the uncertainty of the High Needs funding formula. 										
<p>12.2 To complete and submit to the EFA the online Land and Buildings Valuation Form</p> <ul style="list-style-type: none"> Online form has been submitted by CEO 										
<p>12.3 To complete and submit to the EFA the online Financial Management and Governance Self-Assessment Form</p> <ul style="list-style-type: none"> To be completed by appointed CFO by the end of Sept 2016. 										
13. LOCAL GOVERNING BODY MINUTES										
<p>13.1 Approval of the minutes To agree the minutes of the meeting held on Tuesday 14th June 2016</p> <ul style="list-style-type: none"> Minutes of the meeting were agreed. 										
<p>13.2 Matters Arising from the Minutes To consider any matters arising from the minutes, not already covered on the agenda</p>										

<p>The following matter were arising from the previous minutes</p> <p>Additional Governors</p> <ul style="list-style-type: none"> • WC has placed an advertisement through the Trust on school websites. • The LGB still requires an additional parent governor. CJ would like to see parent governors more involved. • WC suggested arranging an open session to allow parents to see I they would like to be involved with the LGB. • CJ happy for parents to contact her for further information. <p>H&S Assessment</p> <ul style="list-style-type: none"> • This has been RAG rated. <p>Trust Website</p> <ul style="list-style-type: none"> • IB is developing the schools and Trust websites in order to show consistency. • All Governors to provide a brief pen portrait for inclusion on the MAT website. • IB/JI to meet to discuss format for Abbey. WC to provide link to the Hilltop/Kelford Federation website link for a reference point <p>Road Access to the School (IB)</p> <ul style="list-style-type: none"> • No H&S inspection has been specifically on the access road yet, this is to be undertaken by Rob Holsey from RMBC. • The Deeds have been reviewed and RH has been asked what options are available. • WC has told RH to dispense with the purchase of the field. The un-adopted road, trees and highways are to be reviewed. WC to chase. • Traffic light system at each end of the road to be considered. WC to obtain a quote for this and for creation of lay-bys as a good interim measure. • IB suggested that the speed humps are re-painted • IB will monitor activity on this matter on behalf of the LGB. • LW has received an email from the LA agreeing to cut down the trees near Winterhill and create a zebra crossing. IB will follow up. 	<p>IB/JI WC</p> <p>WC WC</p> <p>IB</p> <p>IB</p>
<p>14. ANY OTHER URGENT BUSINESS</p>	
<p>14.1 To consider any other urgent business agreed by the Chair</p> <p>14.2 Transport</p> <ul style="list-style-type: none"> • IB asked that if a pathway is created leading to school would this have an effect on transport costs allocated to pupils. LW to clarify. <p>14.3 Governors Work Plan</p> <ul style="list-style-type: none"> • LGB meetings are small in number (see schedule) and form part of the decision making process. • Agendas to be pulled together in between meetings to provide a focus framework for governance. Chairs and HT to work together on items and invite other key members of staff in where appropriate. • A work program will be required to sit within this framework to ensure there is sufficient time for activity and reporting. • IB commented that this would be a good format and ensure routine. 	<p>LW</p> <p>LW/JI</p>

<ul style="list-style-type: none"> CJ suggested that this could form part of a 'checklist' for actions/activity. <p>14.4 MAT Appointments</p> <ul style="list-style-type: none"> Tracey Brook has now been appointed to the position of CFO to the Trust. IB has been appointed to ICT lead for 2 days a week. Travis will be able to fill any gap in provision at Abbey. It was always the intention to outsource IB's time at the time of appointment. WC is keen that talent within the MAT is re-invested. <p>14.5 SY Pensions</p> <ul style="list-style-type: none"> JI raised questions over Pension deficit for non-teaching staff. WC and CFO (TB) to look into this to ascertain if this is an indicative deficit figure. Liability here could be huge but the Government should underwrite this on transfer to academy status. WC to feedback once the position is fully understood. <p>14.6 School Development Plan</p> <ul style="list-style-type: none"> This will be updated from last year. 	WC
15. CONFIDENTIALITY	
<p>15.1 To consider the confidentiality of any items discussed during the meeting</p> <ul style="list-style-type: none"> None to note. 	
16. DATES OF NEXT MEETINGS	
<p>A new year planner was circulated with new dates. JI to send a proxy if unable to attend any of the MAT meetings</p> <p>Abbey School LGB – Tuesday 20th September 2016, 13:30-15:30 at Abbey School Abbey School LGB – Tuesday 1st November 2016, 13:30-15:30 at Abbey School Abbey School LGB – Tuesday 29th November 2016, 13:30-15:30 at Abbey School Abbey School LGB – Tuesday 10th January 2017, 13:30-15:30 at Abbey School Abbey School LGB – Tuesday 7th February 2017, 13:30-15:30 at Abbey School Abbey School LGB – Tuesday 21st March 2017, 13:30-15:30 at Abbey School Abbey School LGB – Tuesday 2nd May 2017, 13:30-15:30 at Abbey School Abbey School LGB – Tuesday 13th June 2017, 13:30-15:30 at Abbey School Abbey School LGB – Tuesday 18th July 2017, 13:30-15:30 at Abbey School</p>	

Minutes approved

CHAIR	SIGNATURE	DATE
JOHN IRWIN		20/09/2016

